

# CALHOUN COUNTY BOARD OF EDUCATION

## POLICY MANUAL

CHAPTER	TITLE
1.00	BOARD PHILOSOPHY
2.00	SCHOOL BOARD GOVERNANCE AND ORGANIZATION
3.00	SCHOOL ADMINISTRATION
4.00	CURRICULUM AND INSTRUCTION
5.00	STUDENTS
6.00	PERSONNEL
7.00	BUSINESS SERVICES
8.00	AUXILIARY SERVICES
9.00	SCHOOL-COMMUNITY RELATIONS

Policy statements contained in this manual were officially adopted on the dates displayed on each respective policy. The Calhoun County Board of Education approved this Policy Manual in its entirety on **September 11, 2001**.

Written policies contained in this manual supersede all other policies previously adopted by the Calhoun County Board of Education.

# CHAPTER 1

## BOARD PHILOSOPHY

- 1.01 EQUAL EDUCATION OPPORTUNITY STATEMENT
- 1.02 EDUCATIONAL COMPACT
- 1.03 VISION AND MISSION

1.01

### EQUAL EDUCATION OPPORTUNITY STATEMENT

It shall be the policy of the Calhoun County Board of Education that all students, without regard to status (e.g., homeless, limited English proficient, migrant, etc.), will be provided a free and appropriate public education, including equal and appropriate educational opportunities and support services, to enable them to achieve state and local content and achievement standards. Pursuant to such policy, no student shall be improperly excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity on the basis of gender, race, religion, belief, national origin, ethnic group, disability, or other protected status.

Adopted: 04/19/83

Revised: 11/29/95; 06/03/97; 08/23/01

1.02

### EDUCATIONAL COMPACT

In order for effective instruction to occur, there must be a cooperative relationship or compact between student, parent/guardian, and educator. This compact will serve as an agreement of shared responsibilities, and may be described as follows:

#### Parents or Guardians should:

- maintain regular communications with the school authorities concerning their child's progress and conduct,
- ensure that their child is in daily attendance and promptly report and explain any absences and tardies in writing,
- provide their child with the resources needed to complete class work,
- assist their child in being healthy, neat, clean and appropriately dressed,
- bring to the attention of school authorities any problem or condition which affects their child or other children of the school,
- discuss report cards and work assignments with their child,
- discuss penalties and consequences of violation of school rules with their child,
- maintain up-to-date home, work, and emergency telephone numbers at the school.

### Students should:

- attend all classes daily and be punctual in attendance,
- be prepared to come to class with appropriate working materials,
- be respectful to all individuals and property,
- refrain from profane language, making obscene gestures, or inflammatory statements,
- conduct themselves in a safe and responsible manner,
- be healthy, clean, neat, and appropriately dressed,
- abide by the rules and regulations of the school and each classroom teacher,
- seek changes in an acceptable manner,
- be responsible for their own work.

### Schools should:

- encourage the use of effective guidance procedures,
- maintain an atmosphere conducive to good behavior,
- provide a flexible curriculum to meet the needs of all students,
- maintain effective discipline based upon fair and impartial treatment of all students,
- encourage the school staff, parents or guardians, and students to use the services of community agencies,
- promote regular parental communication with the school,
- encourage parent participation in affairs of the school,
- involve students and parents in the development of rules and regulations,
- endeavor to involve the entire community in the improvement of the quality of life.

### School Personnel should:

- be in regular attendance and on time,
- perform their duties efficiently and effectively,
- respect other individuals and their property,
- refrain from the use of profanity or from making inflammatory statements,
- conduct themselves in a professional and responsible manner,
- be healthy, clean, neat, and appropriately dressed,
- adhere to the policies prescribed by the Board of Education and to the rules and regulations established by the school,
- participate in activities designed to promote professional development,
- utilize a variety of disciplinary and guidance methods which may include:
  - (1) conferences and/or contacts between administrators, parents, and students
  - (2) referral to appropriate personnel for counseling,
  - (3) adjustments in student's program,
  - (4) referral of specific problems to appropriate community agencies.

Adopted: 06/03/97

## **VISION AND MISSION STATEMENTS**

### **Vision Statement**

The vision of the Calhoun County School System is to provide a high quality education by focusing on the value of learning, ensuring success among students and staff, and maximizing potential as we prepare our students to be productive citizens of our community and the world.

### **Mission Statement**

It is the mission of the Calhoun County School System to reach and promote the needs of every child in terms of their abilities, learning styles, interests, and diversity. Working in collaboration with all stakeholders, the Calhoun County School System challenges all students to reach their highest levels of achievement through rigorous, high-quality instruction while providing a safe and positive environment.

Through the combined efforts of all stakeholders the Calhoun County School System will

- Make our schools centers of learning opportunities, readily available for the surrounding families and residents of our communities.
- Recognize and nurture students as individuals with unique abilities, learning styles, and distinct educational needs.
- Prepare our students, as well as our staff, with the ability to use technology as a tool for communication and lifelong learning in order to succeed in the 21st century.
- Set a uniform standard for high academic, social and physical skills.
- Sustain and monitor benchmarks of success in order to increase student achievement.
- Provide a safe and caring learning environment, one that values diversity, collaboration, and risk-taking.

Adopted: 08/08/91

Revised: 02/24/09

## **CHAPTER 2 BOARD GOVERNANCE AND ORGANIZATION**

- 2.01        LEGAL STATUS
- 2.02        MEMBERSHIP, COMPENSATION & REMOVAL
- 2.03        CODE OF ETHICS
- 2.04        OFFICERS
- 2.05        LEGAL AND PROFESSIONAL SERVICES
- 2.06        BOARD POLICY
- 2.07        BOARD MEETINGS
- 2.08        REQUEST TO APPEAR ON BOARD AGENDA
- 2.09        BOARD MEMBER TRAINING

2.01

### **LEGAL STATUS**

The Calhoun County Board of Education derives its legal status from the State Legislature under the authority of the Constitution of Alabama of 1901. The Legislature has provided for County and City Boards of Education as the bodies charged with establishment and operation of public school programs at the local level and has established laws governing education in Alabama as set forth in Title 16 of the Code of Alabama. Chapter 8 of Title 16 prescribes the specific duties, responsibilities and powers of County Boards of Education. Ala. Code §§16-8-1 *et seq.*

As members of an instrumentality created by the State, Board members are officers of the State, but they have local jurisdiction. Board members have authority only when functioning as a body in a legally called regular or special meeting. The powers of the Board are delegated only to the Board as a body. No authority is granted to members acting as individuals.

Adopted:    03/23/78  
Revised:    09/11/01

## MEMBERS AND VACANCIES

The Board is composed of seven members who are elected by the voters of Calhoun County for six-year terms. The election is held at the time of a general election for other state and county officers. Members shall be residents of Calhoun County, persons of good moral character and of good standing in their communities.

No Board member shall be employed by the Board.

Vacancies on the Board shall be filled by appointment by a majority of the remaining members of the Board. Such appointment is for the remainder of the unexpired term.

### Compensation

Members of the Board of Education are authorized by state law to receive reasonable compensation for their services not to exceed \$600.00 per month, unless set at a higher limit by local act.

The Board shall set the level of compensation upon a majority vote at the Board's annual meeting. Any increase approved by the Board shall take effect following the expiration of the current term of office unless otherwise provided by law or local legislation.

A Board member's compensation under this provision shall be in addition to actual traveling expenses and other necessary expenses incurred in attending meetings and transacting business of the Board.

### Removal From Office

Members of the Board may be removed from office only through impeachment proceedings as stipulated in the Constitution of Alabama of 1901. Procedures for such removal are set forth in Chapter 11 of Title 36 of the Code of Alabama.

*Legal Ref:* Ala. Code § 16-1-26

Adopted: 03/23/78

Revised: 11/15/83; 07/18/89; 09/11/01; 10/25/01

## CALHOUN COUNTY BOARD OF EDUCATION CODE OF CONDUCT

The Calhoun County Board of Education desires to operate with the highest standards of stewardship and principles of public service possible and to that end the board adopts this **Code of Conduct** to provide that members of this public governing board will:

### I. CONDUCT OF INDIVIDUALS

- A. Attends and participates in regularly scheduled and called board meetings.
- B. Reads and prepares in advance to discuss issues to be considered on the board agenda.
- C. Recognizes that the authority of the Board rests only with the Board as a whole and not with individual board members.
- D. Upholds and enforces applicable laws, rules and regulations of the local Board, and the Alabama State Board of Education, and court orders pertaining specifically to the school system.
- E. Renders all decisions based on available facts by exercising independent judgment instead of the opinion of individuals or special interest groups.
- F. Works with other Board members and the Superintendent to establish effective policies to further the educational goals of the school system.
- G. Makes decisions on policy matters only after full consideration at public Board meetings.
- H. Complies with the requirements of the *School Board Governance Improvement Act*.
- I. Communicates in a respectful, professional manner with and about fellow board members and the Superintendent.
- J. Takes no action that will compromise the Board or school system administration.
- K. Refrains from using the position of school Board members for personal or partisan gain or to benefit any person or entity over the interests of the school system.
- L. Informs the Superintendent and fellow board members of business relationships or personal relationships for any matter that will come before the board.
- M. Abstains from voting on or seeking to influence personnel or other actions involving family members or close associates or private interests.
- N. Communicates to the Board and the Superintendent public reaction to Board policies and school programs.
- O. Advocates for the needs, resources, and interests of the public school students and the school system.
- P. Safeguards the confidentiality of nonpublic information.
- Q. Shows respect and courtesy to staff members.

## **II. CONDUCT OF INDIVIDUALS AT BOARD MEETINGS**

- A. Work with other Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.
- B. Take actions that reflect that the first and foremost concern is for the educational welfare of all students attending system schools.
- C. Make decisions in accordance with the interests of the school system as a whole based on system finances available to accomplish educational goals and comply with the *School Fiscal Accountability Act*.
- D. Abide by and support all majority decisions of the Board.
- E. Act on personnel recommendations of the Superintendent in a timely manner, particularly when there are financial implications of such decision.
- F. Approve operating budgets and budget amendments that are aligned with system goals and objectives and are fiscally responsible.
- G. Honor and protect the confidentiality of all discussions during executive session of the board.

## **III. CONDUCT OF THE BOARD AS A WHOLE**

- A. Recognize that the Superintendent serves as the Chief Executive Officer and secretary to the board and should be present at all meetings of the board except when his or her contract, salary, or performance is under consideration.
- B. Honor the Superintendent's authority for the day-to-day administration of the school system.
- C. In concert with the Superintendent, regularly and systematically communicate board actions and decisions to students, staff, and the community.
- D. Review and evaluate the effectiveness of policies and programs to improve system performance.
- E. Develop, in concert with the Superintendent, the vision and goals for the school system to address student needs, advance student performance, and monitor the implementation of policies and programs.
- F. Provide opportunities for all members to express opinions prior to board action.

ADOPTED: 3/14/13



**OFFICERS****A. Duties of President**

1. Preside at all meetings of Board
2. Perform duties imposed by law.
3. Perform duties prescribed by actions of Board.
4. Appoint all committees.
5. Serve as ex-officio member of all committees.
6. Call meetings of Board.
7. Sign all official papers requiring the signature of the office.

**B. Duties of Vice-President**

The Vice-President shall assume the duties of the President in the event of his/her absence from meetings.

Adopted: 03/23/78

**LEGAL AND PROFESSIONAL SERVICES**

1. Board may retain legal counsel at expense of County School System.
2. Board may create advisory committees as desired.
3. Board may engage professional consultants.
4. Legal counsel shall attend Board of Education meetings only upon the request of the Chairman of the Board or the Superintendent of Education, or their representatives.

Adopted: 03/13/78

Revised: 10/25/84

**BOARD POLICY**

The Board shall, upon written recommendation by the Superintendent, determine and establish a written educational policy for the district and shall prescribe rules and regulations for the conduct and management of the schools.

Prior to adoption of written policies or policy changes, the Board shall, directly or indirectly through the Superintendent, consult with the professional organization representing the majority of the certified employees in accordance with law. In developing policy, the Superintendent may also consult with other professional assistants, principals, employees, and interested citizens as deemed appropriate.

The Board, through the Superintendent, shall regularly disseminate information about rules, regulations, and policies. Board policies, rules, regulations, and amendments shall be made accessible to all employees of the school system, students, and members of the community, and shall be furnished to affected persons employed by the system within twenty (20) days after adoption.

The Board may, by majority vote, temporarily suspend any policy not mandated or required by law or contract.

In situations not covered by Board policy, the Board authorizes the Superintendent to take reasonable and prudent administrative action, subject to review by the Board.

Adopted: 09/11/01

2.07

## **BOARD MEETINGS**

The Calhoun County Board of Education shall conduct all meetings in accordance with the Alabama Open Meetings Act (OMA) and other applicable state and federal law.

### **Schedule of Meetings**

The Board of Education shall hold an annual organizational meeting in November of each year, at which time a President and Vice-President shall be elected from the membership of the Board. A minimum of five (5) additional regular meetings shall be held during the school year, in accordance with state law. A schedule of the planned regular meetings of the Board shall be approved at the Board's organizational meeting, subject to change as necessary for such good and sufficient reasons as illness, lack of quorum, inclement weather, or other similarly valid reasons. Designation of the time and place for Board meetings shall be at the discretion of the Board.

The Board of Education shall hold special meetings at such place and time as the duties and business of the Board may require. Special meetings may be called by the Superintendent or Board President. Written request by a majority of the Board members shall make it mandatory for the Board President to call a special meeting.

### **Public Notice**

Except for executive sessions as permitted by the OMA, all meetings of the Board shall be open to the public. The Board shall post notice of each meeting on the public bulletin board at the Board's central office as soon as practicable, but in no event less than 24 hours before the meeting is to begin, unless emergency circumstances as defined by the Open Meetings Act allow for a shorter notice period. In such emergency situations, notice shall be given as soon as practicable, but in no case less than one hour before the meeting is to begin. The Board further authorizes the Superintendent to

provide public notice in any additional manner that the Superintendent deems reasonable and advisable, such as web site postings, postings at local schools, and similar methods.

Posted notice shall include the time, date and place of the meeting and, if available, a copy of the preliminary agenda. If a preliminary agenda is not available, the posted notice shall include a general description of the nature and purpose of the meeting. The Board reserves the right to discuss at its meetings additional matters not included in the preliminary agenda as posted.

In addition to such posted notice, the Board shall give direct notice of meetings to any member of the public or news media who has registered to receive notification of meetings. The Board authorizes and directs the Superintendent to promulgate reasonable rules necessary to provide for the uniform registration and payment for direct notice and for the distribution of such notices in accordance with the OMA. Direct notice to persons who have registered shall at a minimum contain the time, date, and place of the meeting.

The Board is not required to provide public notice of quasi-judicial or contested case hearings which are properly conducted as executive sessions under applicable state law.

### **Executive Sessions**

The Board may hold executive sessions for those specific purposes expressly allowed by the Open Meetings Act, which include but are not limited to the following:

1. To discuss the general reputation and character, physical condition, professional competence or mental health of individuals, and, subject to the limitations set forth in the OMA, to discuss the job performance of certain public employees.
2. When expressly allowed by federal or state law, to consider the discipline or dismissal of, or to hear formal written complaints or charges against an employee, student, or other individual subject to the regulation of the Board.
3. Pursuant to the written or oral declaration of the Board's attorney(s) that this exception is applicable to the planned discussion, as reflected in the minutes, and subject to other conditions and limitations set forth in the OMA, to discuss pending litigation or controversies imminently likely to be litigated, or to engage in mediation or arbitration.
4. Pursuant to the written or oral declaration of an authorized law enforcement official that public discussion would imperil effective law enforcement, as reflected in the minutes, and subject to other limitations and conditions set forth in the OMA, to discuss information that would disclose the identity of an undercover officer or an informer or to discuss

- the criminal investigation of a person who is not a public official or to discuss whether to file a criminal complaint.
5. To discuss the amount of consideration the Board is willing to offer or accept in the purchase, sale, exchange, lease, or market value of real property, subject to the conditions and limitations set forth in the OMA.
  6. To deliberate and discuss evidence or testimony presented in a contested case hearing and to vote upon the outcome of the proceeding or hearing, when acting in the capacity of a quasi-judicial body, subject to the limitations and conditions set forth in the OMA.
  7. Any other purpose that is otherwise expressly provided by the OMA or by other federal or state law.

Except when conducting a quasi-judicial or contested case hearing that does not require the convening of a public meeting under the OMA, the Board may convene an executive session only after first convening a public meeting of a quorum of the Board.

A motion calling for executive session and setting out the purpose(s) of the session must be approved by a majority of the members present. If the stated purpose requires an oral written declaration under the OMA, such declaration shall be made prior to the vote. Prior to convening the executive session, the presiding officer shall state whether the Board expects to reconvene after the executive session and, if so, the approximate time the Board expects to reconvene.

Executive sessions shall be attended only by members of the Board, the Superintendent and such other persons as are designated by the Board in accordance with the OMA. All matters discussed by the Board in executive session shall be regarded as confidential by all persons in attendance and shall not be divulged to the public. No minutes shall be kept of executive session discussions.

## **General Meeting Procedures**

Four members of the Board present at a meeting shall constitute a quorum for transacting Board business. Items of business shall generally be conducted from a prepared agenda. The Board shall cause accurate minutes to be kept of each meeting, excluding executive sessions, setting forth the date, time, place, members present or absent, and action taken at each meeting. Except as otherwise provided by law, the minutes shall become a public record and be made available to the public as soon as practicable after approval. The Board delegates to the Superintendent, as *ex officio* Secretary of the Board, responsibility for preparation and distribution of the agenda and for maintaining the minutes.

The Board shall conduct meetings according to the current edition of *Robert's Rules of Order*, except as otherwise provided by applicable law. The Board may determine its method of voting, whether by voice, show of hands, or written ballot, provided that all votes shall be made public and voting by secret ballot is not allowed unless specifically allowed or directed by state law applicable to governmental bodies.

Public meetings may be openly recorded or photographed by persons in attendance, subject to such reasonable rules and procedures as the Board may promulgate, and provided such recording does not otherwise disrupt the conduct of the meeting.

Adopted: 03/23/78  
Revised: 07/18/89; 09/11/01; 10/27/05

2.08

## **REQUEST TO APPEAR ON BOARD AGENDA**

The following procedure will be followed by individuals requesting to appear on the Board Agenda:

Concerns will be channeled through the appropriate administrative levels, beginning with the local school principal. If the concerns are not/cannot be satisfactorily addressed at the local school level, they may be brought to the attention of the Superintendent. If, in the event that the concerns cannot be settled by said procedures, the individual(s) may request through the Superintendent to be placed on the agenda to address concerns to the Board.

All requests must be made five (5) days prior to the next meeting and the reason given to be placed on the agenda.

Emergencies are expected and will be determined by the Superintendent and/or chairman.

Adopted: 11/18/86

2.09

## **BOARD MEMBER TRAINING**

### **I. General**

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

- a. Orientation for newly elected or appointed school board members;
- b. Training or consulting workshop for the local Board as a whole;

- c. State or national school board association event addressing Board governance or operation, or other Board member development opportunities relating to leadership development, Board governance, or Board operations.

## **II. Source of Training / Reporting**

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

## **III. Board Self Evaluation**

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

Adopted: 02/25/2010

# **CHAPTER THREE**

## **SCHOOL ADMINISTRATION**

3.01	ETHICS OVERVIEW
3.02	ETHICAL BEHAVIOR FOR ADMINISTRATORS
3.03	SUPERINTENDENT OF SCHOOLS
3.04	DUTIES OF SUPERINTENDENT
3.05	PRINCIPALS
3.06	JOB DESCRIPTION FOR HIGH SCHOOL PRINCIPAL
3.07	JOB DESCRIPTION FOR ELEMENTARY PRINCIPAL
3.08	JOB DESCRIPTION FOR HIGH SCHOOL ASSISTANT PRINCIPAL
3.09	JOB DESCRIPTION FOR ELEMENTARY ASSISTANT PRINCIPAL
3.10	ASSIGNMENT OF ASSISTANT PRINCIPALS
3.11	ADMINISTRATIVE SALARY SCHEDULE

3.01

### **ETHICS OVERVIEW**

High standards of ethical behavior for the professional school administrator are essential and are compatible with his/her faith in the power of public education and his/her commitment to leadership in the preservation and strengthening of the public schools.

The true sense of high calling comes to the Superintendent of Schools as he/she faces squarely such widely held beliefs as the following:

- a. The effectiveness of the schools and their programs as inescapably the responsibility of the Superintendent.
- b. Every act, or every failure to act, of the Superintendent has consequences in the schools and in the lives of people.
- c. In many situations and to many people in the community the Superintendent is the living symbol of their schools.

- d. The public entrusts both the day-by-day well-being and the long-range welfare of its children and of its school system to the Superintendent and Board of Education.
- e. The ultimate test for a Superintendent is the effort which he/she makes to improve the quality of learning opportunity for every child in the schools.
- f. In the long run, what happens in and to the public schools of America happens to America.

Reference: Code of Ethics, American Association of School Administrators, 1966.

Adopted: 03/23/78

3.02

## **ETHICAL BEHAVIOR FOR ADMINISTRATORS**

The following policies are applicable to the Superintendent and all other professional administrators and supervisors.

Policy 1. ---The professional school administrator constantly upholds the honor and dignity of his/her profession in all his/her actions and relations with pupils, colleagues, school board members, and the public.

Policy 2. ---The professional school administrator obeys local, state, and national laws; holds himself/herself to high ethical and moral standards, and gives loyalty to his/her country and to the cause of democracy and liberty.

Policy 3. ---The professional school administrator accepts the responsibility throughout his/her career to master and to contribute to the growing body of specialized knowledge, concepts, and skills which characterize school administration as a profession.

Policy 4. ---The professional school administrator strives to provide the finest possible educational experiences and opportunities to all person in the district.

Policy 5. ---The professional school administrator applying for a position or entering into contractual agreements seeks to preserve and enhance the prestige and status of his/her profession.

Policy 6. ---The professional school administrator carries out in good faith all policies duly adopted by the local board and the regulations of state authorities and renders professional service to the best of his/her ability.

Policy 7. ---The professional school administrator honors the public trust of his/her position above any economic or social rewards.



Policy 8. ---The professional school administrator does not permit considerations of private gain nor personal economic interest to affect the discharge of his/her professional responsibilities.

Policy 9. ---The professional school administrator recognizes that the public schools are the public's business and seeks to keep the public fully and honestly informed about their schools.

Reference: Code of Ethics, American Association of School Administrators, 1966.

Adopted: 03/23/78

3.03

## **SUPERINTENDENT OF SCHOOLS**

The Superintendent of Schools shall be the chief executive officer of the Board and shall be the administrator of the school system in accordance with federal and state laws, State Board of Education rules and regulations, and system school board policies. The execution of all decisions made by the Board concerning the administration of the school system shall be delegated to the Superintendent of Schools.

### TERM IN OFFICE

The Board shall appoint the Superintendent of Schools for a term agreed upon by the Board and the Superintendent.

### QUALIFICATIONS

1. Must hold a valid Alabama certificate in administration and supervision.
2. Must be a graduate of an accredited four-year college or university.
3. Must have had at least three years of successful educational experience.
4. Must be knowledgeable in school administration.
5. Must be of good character, of high moral standing and integrity.
6. Must possess good judgment and be willing to assume responsibility.
7. Should have strong, pleasing personality and be respected by his/her peers.

### COMPENSATION

The salary of the Superintendent of Schools shall be that agreed upon by the Board and the Superintendent at the time of employment.

Travel shall be in accordance with provisions agreed upon at the time of appointment.

Adopted: 03/23/78

3.04

## **DUTIES OF SUPERINTENDENT**

The Superintendent of Schools is by law the chief executive officer of the Board and the administrative head of the School District. He may delegate responsibility for the operation of the various components of the School District, but shall be responsible to the Board for the results produced.

The specific duties of the Superintendent of Schools shall be, but not limited to, the following:

1. To administer the educational program in accordance with state law, State Board of Education rules and regulations, and School District policies.
2. To serve as educational consultant to the Board to recommend policies concerning all functions of the School District's educational program.
3. To serve as the medium of communication between the Board and all system employees.
4. To recommend to the Board the number and types of positions required to provide necessary personnel for the operation of the School District's educational program.
5. To nominate for appointment, to assign, to reassign, and to define the duties of all personnel, subject to Board approval.
6. To keep the Board continually informed on the condition of the School District.
7. To relate the School District's story to the public.
8. To attend all Board meetings.
9. To serve as secretary of the Board.
10. To administer and issue all contracts to other professional, administrative, and supervisory personnel in accordance with law.
11. To prepare or cause to be prepared job descriptions for all administrative and supervisory personnel.
12. To make recommendations for dismissal or removal of personnel in accordance with law.
13. To assign work loads and time schedules for school system personnel.

Adopted: 03/23/78

**Revised: 09/11/01**

3.05

## **PRINCIPALS**

The principal shall be the highest paid person in his/her particular school.

The principal shall have full authority for the administration of his/her school under State and Federal Laws, State Department rules and regulations and Calhoun County Board of Education policies.

Principals shall be paid travel expenses at the Board approved rate. Travel shall be paid for school related expenses only.

Principals shall have complete authority over janitorial and housekeeping chores within their school.

Principals shall be responsible for keeping all school records, pupil permanent records, making all necessary reports to Superintendent and State Department of Education.

Principals shall be responsible for keeping complete and accurate financial records of their school and an up-to-date inventory of school property.

Principals have authority for permitting use of school facilities under legal conditions and board policies. Also, they have responsibility for safe-guarding and protecting school facilities while in use.

Principals shall be responsible for planning and conducting fire drills in their school at least once each month.

Principals shall have authority for assigning and reassigning all professional and non-professional personnel in their particular school according to needs of the school, keeping in mind the qualifications of each person and the job requirements of each position.

Principals shall, with concurrence of respective instructional supervisor, have the responsibility for setting up the instructional program in their school. Classes shall be scheduled to meet the needs of the children in the school and conform to accreditation standards set by the Alabama State Department of Education and the Southern Association of Colleges and Schools.

Adopted: 03/23/78

Revised: 10/27/83; 04/25/85; 10/28/93; 09/13/94

3.06

## **JOB DESCRIPTION FOR HIGH SCHOOL PRINCIPAL**

*QUALIFICATIONS: A masters degree, with a major in educational administration from an accredited institution.*

A valid state certificate to practice as a school principal.

Two or more years successful experience as a classroom teacher.

Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Education

SUPERVISES: Assigned School Staff (certificated and non-certificated)

JOB GOAL: To manage the facilities and personnel of the local school in a manner which will be conducive to the educational growth and development of each student to the maximum of his potential...by use of effective leadership, management, and administrative knowledge and skills.

## 1. General Management Responsibilities and Duties

- a. Assumes the responsibility of administering the local school unit in the line staff relationship under the direction of the Superintendent, in accordance with policies adopted by the Board.
- b. Works as a team member with other administrators in the school management division.
- c. Understands the principles of school organization and organizes the school to provide the best instructional program possible for the individual student.
- d. Effectively utilizes the staff by making assignments which capitalize on the strengths of the individuals.
- e. Schedules students for instruction.
- f. Coordinates the effective utilization of outside agencies.
- g. Supervises the development of the school calendar of activities.
- h. Coordinates with the central staff to expect maximum utilization of all services afforded the local school.
- i. Acts as the representative for the Calhoun County Board of Education in all matters which may arise within the jurisdiction of the local school.
- j. Apprises the Superintendent through the appropriate staff person of any significant development not covered by school policy and, in exceptional cases, apprises the Superintendent himself. (The Superintendent should not be burdened with incidents which can be handled by the appropriate staff person.)
- k. Develops job descriptions with and for each member of his staff and monitors and evaluates performance on a timely basis (certified and non-certified).

## 2. Instruction

- a. Assumes the responsibility for being the instructional leader in the school and continually monitors, evaluates, and modifies the instructional program to meet the needs of the students.
- b. Assumes the responsibility for developing the general philosophy, goals, and objectives of the school and develops with the faculty the goals and objectives for each discipline and/or program area, i.e., English, math, athletics, fine art.
- c. Works toward the development of an effective instructional program as required for the entire school system.

- d. Keeps abreast of contemporary curriculum changes and moves the staff into worthwhile instructional programs, thereby ensuring each student an opportunity to become involved in meaningful educational experiences.
- e. Has knowledge of the sociological and psychological nature of the student body and the community.
- f. Establishes and effective communication system within the school.
- g. Works with his local staff and the Superintendent of Curriculum to secure additional instructional programs as need are identified.
- h. Leads teachers, parents, and students in developing a program of instruction designed to meet the peculiar needs of the communities served by the school.
- i. Knows the different techniques of scheduling and utilizes the one which ensures the best educational program for the student.
- j. Supervises the instructional staff in developing and implementing student activities, which afford opportunities for self development.
- k. Supervises and assists the instructional staff in carrying out their performance responsibilities.
- l. Visits other schools on a limited basis to exchange ideas and see how programs are managed by other principals.
- m. Ensures personal professional growth and development by establishing a planned, continuing educational program through college courses, workshops, and membership and participation in professional organizations.

### 3. Physical Facilities

- a. Assumes full responsibility for the school plant and grounds under his supervision.
- b. Supervises the janitorial staff to ensure that school facilities are kept in excellent condition, affording the best possible ecological environment for the faculty and students.
- c. Inspects the school facility daily and reports needed maintenance to proper authorities.
- d. Recommends needed building changes required to facilitate improvement of the instructional program of the school.
- e. Is responsible for making thorough inspections to eliminate fire and safety hazards.
- f. Assumes responsibility for security of the plant at all times.
- g. Initiates a program to instill pride in and for the school facility in the sense that it is "home" for seven hours per day for the average student.

### 4. Records and Reports

- a. Prepares and/or supervises the preparation of all reports and records, required or appropriate to the school's administration, including payrolls, registers, etc.
- b. Orients teachers in the proper method of making records and reports. Careful attention should be given to the recording of information, including grades, on the students individual cumulative record card.
- c. Makes calendar of events involving school activities.
- d. Keeps schedule of field trips.
- e. Maintains a current inventory of textbooks and equipment.

- f. Maintains other files and records required by the Calhoun County Board of Education, State Department of Education, and other agencies.

5. Staff Management and Development

- a. Assumes responsibility for developing with the individual concerned, a written job description for each position in the local school.
- b. Develops an in-service program designed to assist in the development of the staff – teachers, registrars, supply teachers, aides, janitors, bus drivers, night watchmen, etc.
- c. Provides the staff opportunities to study and discuss the policies, rules and regulations of the Calhoun County Board of Education.
- d. Supervises all non-certified personnel.
- e. Assists in the recruiting, screening, employing, training, and evaluating of professional and non-professional and non-professional personnel.
- f. Evaluates and counsels all staff members regarding individual and group performance.
- g. Assumes responsibility for orientation of new teachers.
- h. Makes recommendations to the division of school personnel relating to the continuing employment of persons on his staff.

6. Transportation

- a. Will recommend and assist in selecting bus drivers.
- b. Supervises ingress and egress of students.
- c. Coordinates field trips based on Board policy.
- d. Assumes responsibility for student discipline.
- e. Reports bus accidents to the proper authorities.
- f. Develops and implements a transportation educational program for students, emphasizing safety.

7. Athletics

- a. Supervises the athletic program and assumes responsibility for actions of his coaches, students, and fans at all sports events.
- b. Is responsible to initiate a program to emphasize and ensure good and acceptable behavior (sportsmanship) at athletic events. This applies to coaches, students, and spectators.
- c. Assumes responsibility for hosting athletic contests by providing the facilities and services required by a visiting team.
- d. Is responsible for certification of players, and implementing rules and regulations of AHSAA and Calhoun County Board of Education.
- e. Accounts for all income and disbursements for athletics (including outside contributions from the Booster Club, Quarterback Club, etc.).

8. Pupil Personnel

- a. Works to:

- (1) Establish an environment where students can feel that they are a desirable part of and a contributor to the functions and well-being of the school.
- (2) Establish programs which will teach the individual that the school is a community of people, each having rights and privileges commensurate with their ability to exercise responsibility.
- (3) Establish a full range of student services to meet the needs of students as they are identified in the educational process.
- b. Seeks to know and understand the student body individually and collectively.
- c. Works with extreme pupil problems, assists in the creation of special programs for these students, and refers to other agencies as appropriate (use staff resources).
- d. Works with student groups and assists in making their activities worthwhile in an instructional sense.
- e. Coordinate and supervises the following support services within the school:
  - (1) Food Service
  - (2) Health Service
  - (3) Extra-curricular and club activities
  - (4) Insurance program and related student services
  - (5) Counseling and guidance
- f. Establishes and chairs a committee of parents, students, and staff to discuss a code of conduct for the school.
- g. Maintains acceptable standards of student conduct. When discipline is necessary, establishes procedures which ensure due process to the student.
- h. Makes arrangements for special conference of parents, teachers, and students.
- i. Maintains and effective human relations atmosphere for faculty, students, and other personnel.
- j. Supervises the maintenance of accurate records on the progress and attendance of students.

## 9. Community and Public Relations

- a. Works within the local community to establish sound working relationships with community, civic, and other agencies to foster understanding and solicit support for school goals and objectives.
- b. Is responsible for conducting, supervising, and analyzing local surveys.
- c. Interprets board policies and administrative directives to the community.
- d. Coordinates activities of all school-affiliated and related organizations.

## 10. Personal Professional Development

- a. Pursues guidelines for professional development as outlined by the State Department of Education and local board of education.
- b. Maintains and interest in groups which can affect the local school and the teaching profession as a whole.
- c. Is aware of significant professional movements and their potential effect on education.

## 11. Central Staff Coordination

- a. Works closely with the Central Office Staff to establish a viable instructional program.
- b. Coordinates with other divisions of the Calhoun County School System to provide administrative and support services.

#### 12. Publications

Exercises control of news releases and publications, to ensure their conformity to Board policy.

#### 13. Finance and Business Management

- a. Exercises control of and ensures that funds generated for a specific activity are used for that activity.
- b. Provides himself and other appropriate school officials with information needed to estimate the financial requirements of the school, by preparing an annual school budget.
- c. Advises the appropriate school official of unusual incidents, which might affect previous budgeting allowances.
- d. Prepares and submits the school's budgetary requests, and monitors expenditure of funds (according to administrative directives).
- e. Approves all school purchases.
- f. Monitors and exercises control of all income and expenditures within the local school.

#### 13. Other

- a. Assumes responsibility for acting as a representative of the Calhoun County Board of Education in dealing with any situation which might arise from any occasion dealing with local school matters.
- b. Assumes responsibility to perform any work which is assigned by the superintendent of schools and/or his representative.

Adopted: 04/25/78

3.07

### **JOB DESCRIPTION FOR ELEMENTARY PRINCIPAL**

**QUALIFICATIONS:** A masters degree, with a major in educational administration from an accredited institution.

A valid state certificate to practice as a school principal.

Three or more years successful experience as a classroom teacher.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.



REPORTS TO: Superintendent

SUPERVISES: Assigned School Staff (certificated and non-certificated)

JOB GOAL: To manage the facilities and personnel of the local school in a manner which will be conducive to the educational growth and development of each student to the maximum of his potential...by use of effective leadership, management, and administrative knowledge and skills.

1. General Management Responsibilities and Duties

- a. Assumes the responsibility of administering the local school unit in the line staff relationship under the direction of the Superintendent, in accordance with policies adopted by the Board.
- b. Works as a team member with other administrative personnel in the school management division.
- c. Understands the principles of school organization and organizes the school to provide the best instructional program possible for the individual student.
- d. Effectively utilizes the staff by making assignments which capitalize on the strengths of the individuals.
- e. Schedules students for instruction.
- f. Coordinates the effective utilization of outside agencies.
- g. Supervises the development of the school calendar of activities.
- h. Coordinates with the central staff to expect maximum utilization of all services afforded the local school.
- i. Acts as the representative for the Calhoun County Board of Education in all matters which may arise within the jurisdiction of the local school.
- j. Apprises the Superintendent through the appropriate staff person of any significant development not covered by school policy and, in exceptional cases, apprises the Superintendent himself. (The Superintendent should not be burdened with incidents which can be handled by the appropriate staff person.)
- k. Works and coordinates closely with the Division Coordinator in the full range of administrative responsibilities.
- l. Develops job descriptions with and for each member of his staff and monitors and evaluates performance on a timely basis. (Certified and non-certified).
- m. Works with appropriate agencies to achieve and maintain state accreditation for the local school.

2. Instruction

- a. Curriculum development – organizes the staff for continuous revision and modification for the instructional program to meet student needs. Establishes an instructional development committee.
- b. Assumes the role of the instructional leader – by being aware of new concepts, materials, programs, and implementing them to meet the needs of students.
- c. Assumes the responsibility for developing the general philosophy, goals, and objectives of the school and supervises the faculty in developing specific goals

and objectives for each discipline and program area in his school, i.e., English, science, reading.

- d. Supervises the staff in seeing that building and grounds are attractive, clean, comfortable, and conducive to teaching and learning.
- e. Provides materials and equipment and coordinates resource personnel and faculty efforts.
- f. Monitors, evaluates, and modifies instructional programs with the help of the instructional improvement committee.
- g. Makes a needs assessment study to determine if the existing programs meet the goals and objectives as stated.
- h. Supervises the selection of substitute teachers and their performance providing assistance where it is necessary.
- i. Serves as teacher in case of emergencies or where enrollment does not justify full time administrative duties.

### 3. Physical Facilities

- a. Sees that the building and grounds are attractive, safe, and clean.
- b. Establishes a plan for inspection for maintenance and repairs.
- c. Ensures proper storage of equipment.
- d. Supervises the custodian.
- e. Supervises the use of building and grounds by community groups.
- f. Organizes and supervises the Civil School Patrol, if applicable.
- g. Develops a job description for custodial personnel.
- h. Evaluates the performance of non-certified personnel.

### 4. Records, Reports, and Budgeting

- a. Prepares and administers the local school budget.
- b. Supervises the compilation of all required reports and sees that they are accurate and submitted on time.
- c. Establishes a system for:
  - (1) Data Compilation
  - (2) Student files
  - (3) Pupil accounting
  - (4) Collecting voluntary contributions and other fund raising activities.
  - (5) Purchasing material and equipment
  - (6) Disbursements
- d. Develops job descriptions for office personnel.
- e. Evaluates the performance of office personnel.

### 5. Staff Management and Development

- a. Assesses strength and weakness of school staff.
- b. Plans and implements a program of continuous staff education to meet assessed needs.
- c. Helps select personnel.
- d. Orientates faculty and staff to school policies.
- e. Supervises and evaluates student teachers, if applicable.
- f. Supervises and evaluates the new teacher internship program.
- g. Develops with members of the staff their job descriptions.

- h. Evaluates performance of the staff making recommendations for improvement or dismissal, if necessary.

6. Student Services

- a. Organizes guidance services for:
  - (1) Testing
  - (2) Counseling
- b. Maintain discipline.
- c. Provides health services.
- d. Plans and coordinates extra-curricular activities.
- e. Plans and executes fire and disaster drills.
- f. Conducts new student orientation.

7. Support Program

- a. Plans and coordinates:
  - (1) Food service program
  - (2) Transportation services
  - (3) Health services
  - (4) Media services
  - (5) General school services
- b. Makes recommendations.
- c. Knows policies and procedures relating to each.
- d. Develops job descriptions for lunchroom personnel.
- e. Evaluates lunchroom personnel and effectiveness of lunch program.

8. Personal Professional Development

- a. Belongs to professional organizations.
- b. Attends professional meetings.
- c. Reads professional literature.
- d. Develops a plan for continuous self-improvement.

9. Public Relations

- a. Works cooperatively with P.T.A. and other school and community organizations.
- b. Develops viable programs, which enhance student attitudes and morale.
- c. Maintains open lines of communication.
- d. Publishes bulletins, newsletters, and student handbooks.
- e. Plans and coordinates special school programs.
- f. Participates in community and civic related clubs.

10. Other

- a. Assumes responsibility for acting as a representative of the Calhoun County Board of Education in dealing with any situation which might arise from any occasion dealing with local school matters.

- b. Assumes responsibility to perform any work which is assigned by the superintendent of schools and/or his representative.

Adopted: 04/25/78

3.08

## **JOB DESCRIPTION FOR HIGH SCHOOL ASSISTANT PRINCIPAL**

**QUALIFICATIONS:** A master's degree with a major in educational administration from an accredited institution.

A valid state certificate to practice as a school principal.

Two or more years successful experience as a classroom teacher.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**SUPERVISES:** Assigned School Staff (certificated and non-certificated)

**JOB GOAL:** To manage, by use of effective leadership, management, and administrative knowledge and skills, the facilities and personnel of the local school in a manner which will be conducive to the educational growth and development of each student to the maximum of his potential.

### **Duties and Responsibilities**

1. To perform in the full rang of administrative responsibilities with substantial time in instruction.
2. To acquire in-service experience to prepare himself for a school principalship.
3. To assist the principal in:
  - a. General management responsibilities
  - b. Instruction
  - c. Physical facilities
  - d. Records and reports
  - e. Staff management and development
  - f. Transportation
  - g. Athletics
  - h. Pupil personnel
  - i. Community and public relations
  - j. Central staff coordination
  - k. Personal professional development
  - l. Publications
  - m. Finance and business management
  - n. Other

4. To assume responsibilities of the principal in his absence.
5. To perform other duties as assigned by the principal.

Adopted: 04/25/78  
Revised: 09/26/85

3.09

## **JOB DESCRIPTION FOR ELEMENTARY ASSISTANT PRINCIPAL**

**QUALIFICATIONS:** A master's degree, with a major in educational administration from an accredited institution.

Three or more years successful experience as a classroom teacher.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**SUPERVISES:** Assigned School Staff (certificated and non-certificated)

**JOB GOAL:** To manage, by use of effective leadership, management, and administrative knowledge and skills, the facilities and personnel of the local school in a manner which will be conducive to the educational growth and development of each student to the maximum of their potential.

### **Duties and Responsibilities**

1. To perform in the full range of administrative responsibilities with substantial time in instruction.
2. To acquire in-service experience to prepare himself for a school principal-ship.
3. To assist the principal in:
  - a. General management responsibilities
  - b. Instruction
  - c. Physical facilities
  - d. Records and reports
  - e. Staff management and development
  - f. Transportation
  - g. Physical education
  - h. Student discipline and guidance
  - i. Community and public relations
  - j. Central staff coordination
  - k. Personal professional development
  - l. Publications
  - m. Finance and business management

- n. Other
- 4. To assume responsibilities of the principal in his absence.
- 5. To perform other duties as assigned by the principal

Adopted: 04/25/78  
Revised: 09/26/85

3.10

### **ASSIGNMENT OF ASSISTANT PRINCIPALS AND LOCAL SCHOOL SUPERVISORS**

Assistant principals will be assigned as earned, based upon state foundation program guidelines. Additional assistant principals or other local school supervisors may be provided at the Board's discretion and upon the Superintendent's recommendation, subject to available funding from other sources. Efforts will be made to comply with SACS recommendations regarding such assignments when financially feasible.

Approved: 5/26/78 (Allocations for Assistant Principals)  
Revised: 01/28/99; 05/08/08

3.11

### **ADMINISTRATIVE SALARY SCHEDULE**

See separately published Board-approved Salary Schedule.

## **CHAPTER FOUR CURRICULUM AND INSTRUCTION**

4.01	INSTRUCTIONAL GOALS AND OBJECTIVES
4.02	CURRICULUM DEVELOPMENT
4.03	ACCREDITATION
4.04	SUMMER SCHOOL
4.05	LIBRARY MEDIA PROGRAM
4.06	STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY
4.07	HEALTH EDUCATION CURRICULUM
4.08	GRADUATION / DIPLOMA REQUIREMENTS
4.09	SENIOR CLASS RANK DETERMINATION
4.10	GRADING AND PROMOTION
4.11	BONUS POINTS
4.12	SEMESTER TEST EXEMPTION
4.13	CORRESPONDENCE COURSES
4.14	EXTRACURRICULAR ACTIVITY PARTICIPATION—ACADEMICS FIRST
4.15	FIELD TRIPS AND EXCURSIONS
4.16	FEE / DONATION SCHEDULE
4.17	DRIVER EDUCATION FEE WAIVER
4.18	ASSIGNMENT TO CLASSES
4.19	REPORT CARDS
4.20	INTERSCHOLASTIC ACTIVITIES
4.21	STUDENT ACTIVITIES
4.22	TECHNOLOGY MISSION STATEMENT
4.23	COPYRIGHT COMPLIANCE
4.24	CAREER TECHNICAL EQUIPMENT
4.25	TRANSFER OF CREDIT
4.26	PHYSICAL EDUCATION DRESS CODE
4.27	DUAL ENROLLMENT / DUAL CREDIT ADMISSION POLICY
4.28	TEXTBOOK POLICY
4.29	POLICY FOR ONLINE COURSES
4.30	FOREIGN AND CULTURAL EXCHANGE PROGRAMS
4.31	ADVANCED PLACEMENT
4.32	SAFETY IN CAREER AND TECHNICAL EDUCATION PROGRAMS
4.33	LIVE WORK POLICY
4.34	COOPERATIVE EDUCATION / WORK-BASED LEARNING

4.01

### **INSTRUCTIONAL GOALS AND OBJECTIVES**

1. Academic development of a child to the maximum extent possible which is consistent with his abilities. This implies that schools will retain each student until it is evident that he cannot or will not materially benefit from further academic endeavor. Inherent in this objective is the desire to teach the student to think rationally in a society in which many actions are irrational.

2. Development of qualities of citizenship. To become a functioning member of our democratic society, and to be equipped with the tools of knowledge necessary not only to perpetuate it but to improve it is one of the highest achievements a student can attain. Development in the student of a respect for the rights, opinions, and credos of others, and teaching him to live cooperatively but responsibly and maturity within his society is a primary objective of the school.
3. Development of physical fitness. A healthy mind functions best in a healthy body, and the Board recognizes the need for guidance of physical development as well as mental growth. Such a program will include preparation of pupils for worthwhile leisure time activities as adults.
4. Development of practical skills. It is the intention of the Board to develop in the child the ability to earn a living in a competitive society and to prepare him to take his place in the economic dealings which accompany such a position. The Board supports the intention of students to seek additional education in colleges and universities but it also recognizes the need to concern itself with students who intend to be doers rather than thinkers. Realizing that many students will seek employment upon graduation from the public schools, the Board feels the needs of this group also must be satisfied.
5. Development of the moral and spiritual being. The Board understands that religious indoctrination is not one of its duties. However, the Board sees no such intention in stating that one of the objectives of the educational program of the schools is to prepare the student spiritually as well as mentally and physically for the world in which he will have to live. Such preparation will recognize the various traditions and customs of the community in which the schools are located, but will attempt to develop an understanding of them on the part of students rather than a blind obedience.

Adopted: 03/23/78

4.02

## **CURRICULUM DEVELOPMENT**

Curriculum development is a continuous process involving students, teachers, administration, parents and other interested persons. The curriculum should be adapted to meet the needs of the slow, average, and superior students as well as the physically and mentally handicapped.

### Educational Research

Educational research is vital in keeping abreast with latest methods and techniques in education. The Board encourages research and experimental projects which have the approval of the Superintendent.

### Course of Study Requirements



Course offerings in the instructional program must conform to standards established by the State Department of Education and accrediting agencies. The basic curriculum design shall be taken from the Alabama State Department of Education Course of Study.

Adopted: 03/23/78

4.03

## **ACCREDITATION**

The Calhoun County Board of Education shall take all possible steps to bring about the accreditation of all schools which are not already accredited. All high schools are accredited by the Southern Association of Colleges and Schools. Elementary and junior high schools which can meet accrediting standards are encouraged to work toward accreditation.

Accreditation standards and requirements are prescribed by the accrediting agencies and schools will work under the direction of the assistant superintendent in charge of instruction and personnel in attaining accreditation.

Adopted: 03/23/78

4.04

## **SUMMER SCHOOL**

Summer school may be offered to provide students with an opportunity to enrich their formal training and to give opportunity for remedial or make-up work. Since no money is provided by the State, summer school shall operate on a tuition basis. Class sizes should be kept to a reasonable number and credit shall be given on the basis of one Carnegie Unit for each 140 hours of classroom work.

Adopted: 03/23/78

Revised: 08/08/91

4.05

## **LIBRARY MEDIA PROGRAM**

### **I. Philosophy**

The library media center should be the center of the school program. Materials should be provided with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of

many different points of view. The collection of materials should enrich and support the curriculum and meet the needs of the students and faculty served.

The library media center should:

- ❖ provide access to information for students and staff that is appropriate to student development;
- ❖ collaborate with teachers so every student learns to access, evaluate, and use information through activities that are planned and assessed in ways that help them achieve classroom instructional objectives;
- ❖ encourage every student to read, view and listen for information and enjoyment;
- ❖ provide a planned program that provides a welcoming environment conducive to learning and promote students' intellectual and personal growth.

The Calhoun County School System endorses the Library Bill of Rights, which has endorsed by the American Association of School Librarians. (See Appendix A)

The Calhoun County Board of Education has the responsibility for providing certified library media personnel and means for the selection and acquisition of instructional materials for the library media centers. Procedures are established to permit the reconsideration of challenged instructional materials.

## **II. Selection of Materials**

### **A. Statement of Policy**

The policy of the Calhoun County Board of Education is to provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal and the presentation of different points of view to meet the needs of students and teachers.

### **B. Objectives of Selection**

1. The primary objective of all materials is to support, enrich and help implement the educational program of the school through the interaction of professional personnel and other members of the school community. It is the duty of professional staff to provide students with a wide range of materials at varying levels of difficulty, with diversity of appeal, and the presentation of different points of view.
2. In order to assure that the school library media program is an integral part of the educational program of the school, the library media specialists of Calhoun County are guided mainly by the following selection objectives:
  - a. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of students served;
  - b. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
  - c. To provide materials on opposing sides of controversial issues so that young citizens may have an opportunity to develop under guidance the practice of critical analysis and to make informed judgments in their daily lives;

- d. To provide materials representative of the many religious, ethnic, and cultural groups and that contribute to our national heritage and the world community;
- e. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the school community.

C. Responsibility of Selection

The elected Board of Education shall delegate to the Superintendent of Schools the authority and responsibility for selection of all print and non-print materials. The actual selection involves many people, including administrators, supervisors, teachers, library media specialists, students and community residents. However, the responsibility for coordinating the selection and purchase of library media materials should rest with the certificated library media personnel.

D. Criteria for Selection of Materials

The following criteria should be used as a guide in the selection of resource materials:

- Educational significance
- Contribution the subject matter makes to the curriculum and to the interests of the students
- Favorable reviews found in standard selection sources
- Favorable recommendations based on preview and examination of materials by professional personnel
- Reputation and significance of the author, producer, and publisher
- Validity, currency, and appropriateness of material
- Contribution the material makes to breadth of representative viewpoints on controversial issues
- High degree of potential user appeal
- High artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence
- Integrity

Note: A material evaluation form is available in library media specialists' procedures manual.

E. Procedures for Selection

1. In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and should consult reputable, professionally prepared aids to selection (See Appendix B) and other appropriate sources.
2. Recommendations for purchase involve administrators, teachers, students, district personnel, and community persons, as appropriate.

- Requests, suggestions, and reactions for the purchase of instructional materials shall be gathered from staff to the greatest extent possible and students when appropriate.
3. Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria. Once donated, these items become the property of the school. The library media specialist shall determine the use or disposition of donated materials.
  4. Selection is an ongoing process that includes removing materials no longer appropriate and replacement of lost and worn materials which still have educational value.
  5. Each year consideration will be given to changing curriculum and resource needs of changing curriculum.

### **III. Procedures for Dealing with Materials for Reconsideration**

Any resident or employee of the school district may formally challenge learning resources used in the district's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.

#### **A. Request for Informal Reconsideration**

The school receiving a complaint regarding material shall try to resolve the issue informally.

1. The principal or other appropriate staff shall explain to the questioner the school's selection procedure, criteria and qualifications of those persons selecting the resource.
2. The principal or other appropriate staff shall explain the particular place the questioned resource occupies in the education program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.
3. If the questioner wishes to file a formal challenge, a copy of the district Selection Criteria and Procedures and a Request for Reconsideration of Learning Resources form shall be hand delivered or mailed to the party concerned by the principal. If the principal has not received the formal request for reconsideration within two weeks, the matter shall be considered closed.

#### **B. Request for Formal Reconsideration**

1. Preliminary Procedures
  - a. Each school will keep on hand and make available the Request for Reconsideration of Learning Resources forms. All formal objections to learning resources must be made on these forms.
  - b. The Request for Reconsideration of Learning Resources form shall be signed by the questioner and filed with the principal or his designee.

- c. The deputy superintendent and curriculum specialist shall be informed of the formal complaint received.
  - d. The request for reconsideration shall be referred to a Reconsideration Committee at the school level for reevaluation of the resource.
  - e. Requests for reconsideration of materials in district collections shall be referred to the school committee for reevaluation of the resource. This committee may involve additional personnel as appropriate.
2. The Reconsideration Committee
- a. Upon receipt of a request for formal reconsideration of a learning resource, the principal shall:
    - (1) Appoint a reconsideration committee including the following membership as appropriate:
      - ◆ One member of the district staff chosen by the deputy superintendent
      - ◆ One member of the school teaching staff chosen by the principal
      - ◆ Library Media Center Specialist
      - ◆ One community member of the school improvement team
      - ◆ Principal or his designee
    - (2) Name a recorder for the group
    - (3) Arrange for a Reconsideration Committee meeting within 10 working days after the complaint is received.
  - b. The Reconsideration Committee may choose to consult district support staff and/or community persons with related professional knowledge.
  - c. The Reconsideration Committee shall review the challenged resource and judge whether it conforms to the principles of the district's selection policy.
3. Resolution
- a. The Reconsideration Committee shall:
    - (1) Examine the challenged resource;
    - (2) Determine professional acceptance by reading critical reviews of the resource;
    - (3) Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
    - (4) Discuss the challenged resource in the context of the educational Program;
    - (5) Discuss the challenged item with the individual questioner when appropriate;
    - (6) Prepare a written report.
  - b. The written report shall be discussed with individual questioner if requested.
  - c. The school principal shall retain the written report, with copies forwarded to the deputy superintendent of curriculum services.
  - d. The decision of the reconsideration committee is binding for the individual school.

- e. Notwithstanding any procedure outlined in this policy, the questioner shall have the right to appeal any decision of the reconsideration committee to the Board of Education as the final review panel.

C. Guiding Principles

1. Any resident or employee of the school district may raise objection to materials used in a school's educational program, despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure, and observed the criteria for selecting materials.
2. The principal should review the selection and objection rules with the teaching staff at least annually. The staff should be reminded that the right to object to materials is one granted by policies enacted by the Board of Education.
3. No parent has the right to determine reading, viewing, or listening matter for a student other than his or her own children.
4. The Calhoun County Board of Education supports the Library Bill of Rights, adopted by the American Library Association. (A copy of the Library Bill of Rights is attached to this policy.) When learning resources are challenged, the principles of the freedom to read/listen/view must be defended as well.
5. Access to challenged material shall not be restricted during the reconsideration process.
6. The major criterion for the final decision is the appropriateness of the material for its intended educational use.
7. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility of the professionals involved in the original selection and/or use of the material.

**IV. Adherence to laws and policies**

In utilizing library media resources, students shall be expected to abide by the *Student Acceptable Use and Internet Safety Policy* and the *Code of Student Conduct*. Students and personnel shall be expected to abide the Board's Copyright Policy and all applicable laws regarding copyright infringement.

Appendix A

**Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries, which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individual or groups requesting their use.

Adopted: 03/31/81  
Revised: 08/23/01

4.06

## **STUDENT ACCEPTABLE USE POLICY - For the Use of Technology**

### **Introduction**

Calhoun County Board of Education ("the Board") recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup> century technology and communication skills. To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus or in connection with school activities.

- The school board's network is intended for educational purposes.
- All activity over the network or when using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- The Board's policies, regulations, and rules of conduct apply not only to use of school-owned resources, but also to personally-owned technology resources brought on school property or used in connection with school activities.
- The Board's disciplinary jurisdiction may include off-campus activity that threatens the school's ability to maintain a safe and orderly environment (*Board Disciplinary Jurisdiction*, 5.16 in Policy Manual and page 1 in Student Handbook).
- Misuse of school resources or personal devices can result in disciplinary action.
- Users may be financially liable for damage / loss from misuse or negligence.

- The Board makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert the Technology Department or local administrative staff immediately of any concerns for safety or security.

### **Technologies Covered**

The Board may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, The Board will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed. This includes personally-owned devices, such as cell phones or other mobile devices, when used on the school campus or in connection with school activities.

### **Usage Policies**

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you don't know.

### **Web Access**

The Board provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert a technology staff member or submit the site for review.

### **Email**

The Board may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or questionable origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Social / Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, The Board may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.



## **Mobile Devices**

The Board may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to the Technology Department or local administrative staff immediately. Users may be financially accountable for any damage or loss resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

## **Personally-Owned Devices**

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours except as authorized or directed by school personnel. In all matters involving the use or possession of personally-owned devices, students are expected to abide by the Code of Student Conduct, the Cell Phone Policy, and all other applicable school policies and rules. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from Technology staff.

## **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or questionable origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert the Technology Department. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## **Downloads**

Users should not download or attempt to download or run programs over the school network or onto school resources without express permission from school personnel. For the security of our network, users should download only authorized files from reputable sites, and only for educational purposes.

## **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online there is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they would not want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

## **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or

creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birth date, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet or other electronic means brings certain risks, and should carefully safeguard personal information. Users should never agree to meet with someone that they met online “in real life” without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult. Students should immediately bring any threatening or unwelcome communications to the attention of school personnel.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, threatening, insulting, impersonating, excluding, and cyberstalking are all examples of cyberbullying. Do not send or post electronic communications with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors or any online activities intended to physically or emotionally harm another person will result in serious disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. **Remember that your activities are monitored and retained.**

### **Access and Privacy**

All users will be provided with network storage space and should use only those accounts, files, software, and technology resources that are assigned to him/her. Network storage areas will be treated like school lockers. Network administrators will review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users of school technology resources have no personal right of privacy or confidentiality with respect to the use of such resources and should not expect files, information, or communication stored on school resources to be private.

### **Unauthorized Access**

Individuals shall not attempt to log in to the network by using another user's account and/or password, or allow someone to use his/her password to access the network, email, or the Internet. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming, hacking, or any other means.

### **Inappropriate Materials or Language**

No profane, obscene, lewd, inflammatory, abusive, harassing, threatening, discriminatory, or impolite language should be used, nor should materials be accessed which are not in line with the rules of school behavior. Materials placed on or linked to system or school-sponsored Web pages must be preapproved by an administrator or authorized designee.

## **Examples of Acceptable Use:**

Students will:

- Use school technologies for school-related activities.
- Follow same guidelines for respectful, responsible behavior online that students are expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member of threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of self and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list.

## **Examples of Unacceptable Use:**

Students will not:

- Use technologies to hurt, harass, attack or harm other people or their work.
- Attempt to find or access inappropriate web sites, images, or content.
- Use language online that would be unacceptable in the classroom.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others
- Damage computers, computer systems, or computer networks in any way (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.).
- Install software or download unauthorized files, games, programs, or other electronic media.
- Attempt to hack or access sites, servers, or content not intended for my use.
- Attempt to circumvent school safety measures and filtering tools.
- Send spam, electronic chain letters, or other useless information.
- Waste limited resources such as disk space and printing capacity.
- Post personally-identifying information about myself or others.
- Agree to meet in real life with someone that the student met online.
- Use technologies for illegal activities, to pursue information about such activities, or to access illegal materials (i.e. threats, instructions on how to perform an illegal act, child pornography, drug dealing, fake identifications, purchase of alcohol, gang activities, etc.)
- Plagiarize content found online or violate copyright laws.
- View, send, display, or use racist, discriminatory, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
- Share password with others or attempt to find out the password of others.

- Post false or damaging information about other people, the school system, or school organizations.
- Trespass in another user's work, folders, or files.
- Use system network resources for personal gain or commercial purposes.

This is not intended to be an exhaustive list.

### **Limitation of Liability / Disclaimers**

The Calhoun County School System makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the Board's technology resources will be error-free or without defect. Although the Board employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

The Board will not be responsible, financially or otherwise, for unauthorized transactions conducted or financial obligations incurred on the system network.

The Board will not be responsible for damage or harm to persons, files, data, or hardware. Neither the school nor the Calhoun County Board of Education will be responsible for any damages or losses incurred, including but not limited to: loss of data resulting from delays or interruption of service; loss of data stored on system resources; damage to personal property used to access system resources; the accuracy, nature, or quality of information stored on system resources; or unauthorized financial obligations incurred through system-provided access.

### **Adoption of Rules and Procedures**

The Superintendent or designee is authorized to develop additional or more specific rules, procedures, or guidelines regarding acceptable use of technology to facilitate implementation of this policy.

### **Search and Inspection of Technology Resources and Devices**

All technology resources, including but not limited to network and Internet resources, accounts, email systems, computers, and other devices owned, leased, or maintained by the Board are the sole property of the Board. Authorized 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 to determine if a user is in violation of Board policies or rules 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 and administration of the school system, or for any other reason not prohibited by law. In addition, any device (regardless of ownership) brought onto school grounds by a student is subject to immediate inspection when there is a reasonable suspicion that the contents or recent utilization of the device is in violation of any of the Board's policies, rules or regulations regarding access to and use of technology resources.

### **Violations of Acceptable Use Policy**

Student use of the computer network, the Internet, and other technology resources is a privilege not a right. Violations of this policy may have disciplinary repercussions, including, but not limited to, the following:

- Suspension or termination of network, technology, or computer privileges
- Completion of online course regarding acceptable use or similar corrective or rehabilitative measures
- Loss of privilege of bringing personally-owned technology devices to school
- Notification of and/or conference with parents
- In-school detention, out-of-school suspension, suspension from school bus, or other disciplinary actions as authorized by the Code of Student Conduct
- Financial accountability for damage or loss
- Legal action and/or prosecution

Adopted: 11/20/97  
 Revised: 07/26/01; 05/12/2011

4.07

## HEALTH EDUCATION CURRICULUM

The health education curriculum at each grade level shall comply with the requirements of the Alabama Course of Study.

Any program or curriculum in Calhoun County Schools that includes components of sex education or the human reproductive process (including but not limited to Health Education, Family and Consumer Science courses, and other science courses such as biology) shall, as a minimum, meet the guidelines as addressed in the Alabama Course of Study for Health Education regarding the Abstinence Law, §16-40-1.1 of the Code of Alabama. Students in grades 5-12 shall receive age-appropriate annual instruction about the prevention of HIV/AIDS.

The one-half unit Health Education course required for graduation shall include CPR instruction provided by CPR-certified Health Education teachers. It shall also include education regarding mental and emotional health and suicide awareness.

Adopted: 08/23/01  
 Revised: 10/28/04

4.08

## GRADUATION / DIPLOMA REQUIREMENTS

**Important Note: The following requirements remain applicable to students who entered 9<sup>th</sup> grade during the 2008 - 2009 school year, or earlier. Page down to find requirements for students entering 9<sup>th</sup> grade in 2009 - 2010 or later.**

The Alabama State Department of Education requires that any student receiving a high school diploma, other than the Alabama Occupational Diploma, must pass the Alabama High School Graduation Examination and fulfill state and local requirements regarding Carnegie Units.

A Certificate of Attendance may be awarded to a student who has completed the required number of Carnegie Units (24) for graduation, but has not passed the Alabama High School Graduation Exam. The Certificate of Attendance may also be awarded to a student covered under IDEA who has completed Grade 12 and has met the objectives of his/her Individualized Education Program or has reached his/her 21<sup>st</sup> birthday, but has not satisfied requirements for a diploma.

### **Alabama High School Diploma**

English/Lang. Arts .....	4.0
Mathematics .....	4.0
Algebra I* .....	1.0
Geometry .....	1.0
Two additional math credits .....	2.0
Science .....	4.0
Biology .....	1.0
Physical Science .....	1.0
Two additional science credits .....	2.0
Social Studies .....	4.0
World Hy & Geography since 1500 .....	1.0
US Hy & Geography to 1900 .....	1.0
US Hy & Geography 1900 to present .....	1.0
American Government .....	0.5
Principles of Economics .....	0.5
Physical Education .....	1.0
Health Education .....	0.5
Fine Arts Education .....	0.5
Computer Application** .....	1.0
Electives .....	5.0
Minimum units required .....	24.0

*\*Qualifying students completing Algebra I in the 8<sup>th</sup> grade must complete 4 additional advanced level math courses in grades 9-12. Based on review of course content and student transcript, students transferring into the system with 8th grade Algebra I may be viewed as having completed pre-algebra.*

*\*\*This requirement may be satisfied by the successful completion of one semester of keyboarding and one semester of Computer Applications or one year of Business Technology Essentials. If coursework is completed before 9<sup>th</sup> grade, it will not count toward total credits, GPA, or class rank.*

### **Alabama High School Diploma with Advanced Academic Endorsement**

English/Lang. Arts - Honors English grades 9-12* .....	4.0
Foreign Language** (both units must be in same language).....	2.0
Mathematics .....	4.0
Algebra I*** .....	1.0
Plane Geometry .....	1.0

Algebra II with Trigonometry .....	1.0
One additional advanced level math credit .....	1.0
Science .....	4.0
Biology .....	1.0
Physical Science .....	1.0
Two additional advanced level science courses ...	2.0
Social Studies .....	4.0
World Hy & Geography since 1500 .....	1.0
US Hy & Geography to 1900 .....	1.0
US Hy & Geography 1900 to present.....	1.0
American Government .....	0.5
Principles of Economics .....	0.5
Physical Education.....	1.0
Health Education.....	0.5
Fine Arts Education.....	0.5
Computer Applications**** .....	1.0
Electives.....	3.0
Minimum units required.....	24.0

*\*Honors English requirement begins with 9<sup>th</sup> grade of 2007-08.*

*\*\* Spanish I, if completed in Grade 8, will satisfy one of the foreign language credits for the Advanced Academic Endorsement; however, the 8<sup>th</sup> grade course will not count toward total credits, GPA or class rank.*

*\*\*\*Qualifying students completing Algebra I in the 8<sup>th</sup> grade must complete 4 additional advanced level math courses in grades 9-12. Based on review of course content and student transcript, students transferring into the system with 8th grade Algebra I may be viewed as having completed pre-algebra.*

*\*\*\*\*This requirement may be satisfied by the successful completion of one semester of keyboarding and one semester of Computer Applications or one year of Business Technology Essentials. If coursework is completed before 9<sup>th</sup> grade, it will not count toward total credits, GPA, or class rank.*

**Alabama High School Diploma with  
Advanced Academic Endorsement with Honors**

In order to receive the Alabama High School Diploma with Advanced Academic Endorsement with Honors the student must complete all requirements, as noted above, with an overall numerical average of 80 (of a possible 100).

**Alabama High School Diploma with Career /Technical Endorsement**

This diploma shall be earned by completing the required credits in the core curriculum for an Alabama High School Diploma and a coherent sequence of three career / technical education courses in a career major. *The Alabama courses of study shall be followed in determining minimum requirements for the sequence of Career / Technical Education courses.*

**Alabama High School Diploma**  
**with Advanced Academic and Career / Technical Endorsement**

This diploma shall be earned by completing advanced level work in the core curriculum for the Alabama High School Diploma with Advanced Academic Endorsement and a coherent sequence of three career / technical education courses in a career major. *The Alabama courses of study shall be followed in determining minimum requirements for the sequence of Career / Technical Education courses*

**Alabama Occupational Diploma**

Effective for students served under IDEA, those who earn the course credits outlined below may be awarded the Alabama Occupational Diploma.

English / Language Arts .....	4.0
To include the equivalent of:	
Employment English I .....	1.0
Employment English II .....	1.0
Employment English III .....	1.0
Employment English IV .....	1.0
Mathematics .....	4.0
To include the equivalent of:	
Essential Math I .....	1.0
Essential Math II .....	1.0
Algebraic Exploration I .....	1.0
Algebraic Exploration II .....	1.0
Science .....	4.0
To include the equivalent of:	
Life Skills Science I - Physical Science .....	1.0
Life Skills Science II - Biology .....	1.0
Life Skills Science III - Earth and Space .....	1.0
Life Skills Science IV – Environmental Science .....	1.0
Social Studies .....	4.0
To include the equivalent of:	
Social Studies for Living I: World History .....	1.0
Social Studies for Living II: U.S. History .....	1.0
Social Studies for Living III: U.S. History... ..	1.0
Social Studies for Living IV-A: Economics .....	0.5
Social Studies for Living IV-B: U.S. Government....	0.5
Career / Technical Education .....	2.0
Coordinated Studies.....	1.0
Cooperative Career / Technical Education .....	1.0
Health Education .....	0.5
Physical Education .....	1.0
Fine Arts .....	0.5
Electives .....	2.0
Total .....	24.0

Revised: 02/22/07



**Important Note: The following requirements apply to students who entered 9<sup>th</sup> grade in fall 2012 or later.**

<b>COURSE REQUIREMENTS</b>	<b>Alabama High School Diploma Credits</b>	<b>Alabama High School Diploma with Advanced Academic Endorsement Credits</b>	<b>Alabama High School Diploma with Advanced Academic Endorsement with Honors Credits</b>
<b>ENGLISH LANGUAGE ARTS</b>	4	4	4
Four credits to include the equivalent of: English 9 English 10 English 11 English 12	1 1 1 1	1 1 1 1	1 Honors English 1 Honors English 1 Honors English 1 Honors English
<b>MATHEMATICS</b>	4	4	4
Four credits to include the equivalent of: Algebra I (or Algebra A & Algebra B)* Geometry Algebra II or Algebra II w/Trigonometry Mathematics Elective(s)	1 or 2 1 1 0 or 1	1 or 2 1 1 (Algebra II w/ Trig) 0 or 1	1 1 1 (Algebra II w/ Trig) 1 (Must be advanced level)
<b>SCIENCE</b>	4	4	4
Four credits to include the equivalent of: Biology A Physical Science Science Electives	1 1 2	1 1 2	1 1 2 (Must be advanced level)
<b>SOCIAL STUDIES</b>	4	4	4
Four credits to include the equivalent of: World History & Geography since 1500 US History & Geography to 1900 Us History & Geography 1900 to Present American Government Principles of Economics	1 1 1 0.5 0.5	1 1 1 0.5 0.5	1 1 1 0.5 0.5
<b>PHYSICAL EDUCATION(LIFE)</b>	1	1	1
<b>HEALTH EDUCATION (or equivalent**)</b>	0.5	0.5	0.5
<b>FINE ARTS EDUCATION</b>	0.5	0.5	0.5
<b>COMPUTER APPLICATIONS***</b>	0.5	0.5	0.5
<b>FOREIGN LANGUAGE****</b>		2 (Must be same language)	2 (Must be same language)
<b>ELECTIVES</b>	5.5	3.5	3.5
<b>TOTAL</b>	<b>24</b>	<b>24</b>	<b>24</b>
<b>ON-LINE EXPERIENCE</b>	20 documented hours	20 documented hours	20 documented hours
<b>AHSGE</b>	Pass 5/5 Sections. SPE students may exclude one section related to the identified exceptionality.		

\*Qualifying students completing Algebra I in the 8<sup>th</sup> grade must complete 4 additional math courses in grades 9-12. Based on review of course content and student transcript, students transferring with 8<sup>th</sup> grade Algebra I may be viewed as having completed pre-algebra.

\*\*Health Education Requirement may be satisfied by completion of Foundations of Health Science (1 Credit) or Family Wellness (0.5 Credit).

\*\*\*Requirement may be satisfied by the completion of one semester of computer applications, or one year of Business Technology Essentials. If coursework is completed before 9<sup>th</sup> grade, it will not count toward total credits, GPA, or class rank.

\*\*\*\*Spanish I, if completed in Grade 8, will satisfy one of the foreign language credits for the Advanced Academic Endorsement; however the 8<sup>th</sup> grade course will not count toward total credits, GPA, or class rank.

## CALHOUN COUNTY SCHOOLS- ALABAMA HIGH SCHOOL DIPLOMA

AREAS OF STUDY	REQUIREMENTS	CREDITS
English Language Arts	Honors/Pre-AP English 9, 10, 11, and 12 or English 9, 10, 11, and 12 or any AP or postsecondary (Dual Enrollment) equivalent option of these courses.	<b>4</b>
Mathematics	Algebra I or (Algebra IA and IB), Geometry, and Algebra II w/Trig or Algebra II, or their equivalent. Additional course(s) to complete the four credits mathematics must be chosen from the Alabama Course of Study: Mathematics or CTE/AP/equivalent courses.	<b>4</b>
Science	Pre-AP Biology/ Biology and a physical science. The third and fourth science credits may be used to meet both the science and CTE requirement and must be chosen from the <i>Alabama Course of Study: Science</i> or CTE/AP postsecondary equivalent courses.	<b>4</b>
Social Studies	World History Honors or World History, U.S. History Honors or U.S. History x 2, and Honors Government/Economics or Government/Economics or AP/Postsecondary equivalent courses.	<b>4</b>
Physical Education	LIFE (Personal Fitness) One JROTC credit may be used to meet this requirement.	<b>1</b>
Health Education (or equivalent *)	<i>Alabama Course of Study: Health Education.</i>	<b>0.5</b>
Career Preparedness	Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy) (Includes 20 hr. online experience)	<b>1</b>
CTE and/or Foreign Language and/or Arts	Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence.	<b>3</b>
Electives		<b>2.5</b>
	<b>Total Credits Required for Graduation</b>	<b>24</b>

Weighted Courses: Pre-AP Core, Honors Core, AP Core (no college credit earned), Medical Prep, and Drafting courses will be weighted an additional 5 points. AP (score of 3, 4, 5 on exam)/ Dual Enrollment Courses with college credit earned will be weighted an additional 10 points.

\* Health Education Requirement may be satisfied by completion of Foundations of Health Science (1 credit) or Family Wellness (0.5 credit)

This one approach to the Alabama High School Diploma removes the need for endorsements or the Alabama Occupational Diploma. The focus will be on the coursework taken that necessitates a clearly articulated and individualized four-year high school plan built for each student based on the results from the EXPLORE academic and, Kuder (career interest assessment and middle school coursework).

## Credit-Based Diploma

The Credit-Based Diploma may be awarded ONLY to students who have not passed all portions of the AHSGE by Spring of his or her senior year. Those seniors must have passed 3/5 sections of the AHSGE, including Reading and Mathematics, and one other section. The Credit-Based diploma may be awarded at the end of the summer following the scheduled graduation date for any student who defers that option until after the summer administration of the AHSGE.

## Career and Technical Endorsements

ENDORSEMENT	REQUIREMENT
Advanced Career And Technical Endorsement	Requires passing three career and technical courses (two CTE credits in the same CTE program and one additional CTE credit) and Algebra II with Trigonometry. In addition, 5/5 sections of the AHSGE must be passed
Career and Technical Endorsement	Requires passing all standard coursework, passing three career and technical courses (two CTE credits in same CTE program and one additional CTE credit) and an online experience. In addition, 5/5 sections of the AHSG must be passed.

## Graduation Rankings and Recognitions

**The following recognitions pertain to students earning the Advanced Academic Endorsement with Honors ONLY:**

Additional Recognitions for Excellence-

Summa Cum Laude – GPA of core courses (unweighted) of 95 or above

Magna Cum Laude – GPA of core courses (unweighted) of 90 – 94.99

Cum Laude – GPA of core courses (unweighted) of 85 – 89.99

**Valedictorian, Salutatorian and Top Ten students must be selected from among those students attempting the Alabama High School with Advanced Academic Endorsement with Honors. In the event that there are fewer than ten students attempting that diploma, there will be no students from any other diploma options added to the list to make a ‘top ten.’** No weighting points of any kind will be used to determine GPA, honors designations, Top Ten Students, or Valedictorian or Salutatorian designations.

Class ranking of students not eligible for Recognitions for Excellence will be based on an average of all credit-bearing courses.

<b>Alabama Occupational Diploma*</b>	
<b>ENGLISH LANGUAGE ARTS</b>	
To include the equivalent of:	Credits
Employment English I	1
Employment English II	1
Employment English III	1
Employment English IV	1
<b>MATHEMATICS</b>	
To include the equivalent of:	Credits
Essential Math I	1
Essential Math II	1
Algebraic Exploration I	1
Algebraic Exploration II	1
<b>SCIENCE</b>	
To include the equivalent of:	Credits
Life Skills Science I – Physical Science	1
Life Skills Science II – Biology	1
Life Skills Science III – Earth & Space	1
Life Skills Science IV – Environmental Science	1
<b>SOCIAL STUDIES</b>	
To include the equivalent of:	Credits
Soc Studies for Living I: World Hy & Geo since 1500	1
Soc Studies for Living II: US Hy & Geo to 1900	1
Soc Studies for Living III: US Hy & Geo 1900 to present	1
Social Studies for Living IVA: Principles of Economics	0.5
Social Studies for Living IVB: American Government	0.5
CAREER TECHNICAL EDUCATION	2
COORDINATED STUDIES	1
COOPERATIVE CAREER TECHNICAL EDUCATION	1
HEALTH (or equivalent**)	0.5
FINE ARTS	0.5
PHYSICAL EDUCATION (LIFE)	1
COMPUTER APPLICATIONS**	0.5
ELECTIVES	1.5
<b>TOTAL</b>	<b>24</b>
ON-LINE EXPERIENCE	20 documented hours

\*The AOD is prescriptive in nature and offers the maximum high school requirements arrived at by the Individual Education Plan (IEP) Committee for each eligible student.

\*\* Health Education Requirement may be satisfied by completion of Foundations of Health Science (1 Credit) or Family Wellness (0.5 Credit).

\*\*\*This requirement may be satisfied by the successful completion of one semester of computer applications, or one year of Business Technology Essentials. If coursework is completed before 9<sup>th</sup> grade, it will not count toward total credits, GPA, or class rank.

## Early Graduation

Students may graduate early from Calhoun County Schools, beginning with the 2014-2015 school year, by meeting all requirements for an Alabama High School Diploma as described in the Alabama Administrative Code 290-030-010-6 (11) and when the conditions below are met.

1. Students must submit their intent to graduate early in writing to the principal during the fall term of the eleventh grade.
2. Students who plan to graduate early must follow course sequence/prerequisites.
3. Students who plan to graduate early will not be given preferential treatment in registration and course selection.
4. Students who plan to accelerate their program of studies for the purpose of early graduation may do so if space is available in classes after grade level students have completed registration.
5. Students who complete graduation requirements early will not be permitted to remain at school during the regular school day. However, they may return to school for senior activities and after school activities provided they remain in good standing with the school and follow the local school procedures for returning to the campus.
6. A student must be a full time student to be eligible to participate in extracurricular activities. Therefore, a student who graduates early will not be eligible for extracurricular activities.
7. Students who complete graduation requirements early will have the opportunity to receive their diploma at one of three graduation ceremonies.

Early graduation is contingent on final course grades and obtaining the necessary verified credits. Students may accelerate their program of studies, with approval from the school, by enrolling in summer school and/or dual enrollment at a postsecondary institution. Early graduates are withdrawn from the school database and records will include a graduation date consistent with the last day of the semester in which final graduation requirements are met.

Revised: 02/24/09; 07/28/11; 06/29/2012; 02/28/13; 04/24/2014

**Important Note: This policy is applicable only to students who entered 9th grade during the 2008 - 2009 school year or earlier. The method of determining rankings and recognitions for graduates who entered 9th grade in fall 2009 or later is included in the Graduation / Diploma Requirements at 4.08.**

## **SENIOR CLASS RANK DETERMINATION FOR 2011-2012 GRADUATES ONLY**

The following procedure will be used to determine senior class rank for places one through ten (1-10) only:

Using numerical grades earned for Grade 9 through December 31 of Grade 12, only courses in the core curriculum are considered. Core curriculum courses include Language Arts, Math, Science, and Social Studies. Language Arts includes English 9-12 and Spanish I and II (or equivalent).

- Classes receiving an additional weight of **5 points** per semester include the following:
  - Language Arts—Honors English 9, 10, 11, and 12
  - Math—Algebra II with Trigonometry, Algebra III w/ Statistics, Pre-Calculus
  - Science—chemistry, Physics, and Anatomy
  - Social Science—None (see Dual Enrollment or Advanced Placement courses below)
- Classes receiving an additional weight of **10 points** per semester include the following:
  - Dual enrollment course(s) in the core curriculum
  - Advanced Placement course(s) in the core curriculum

This procedure will be used for the purpose of determining class rank only. Numerical grades recorded on the permanent record will be the numerical grades earned and will not reflect the added weights. However, weighted class rank and weighted GPA for students ranked one through ten (1-10) pursuant to this policy will be posted on transcripts and may be used for scholarship applications.

Subject to the weighting requirements listed above, the valedictorian and salutatorian will be those students having the two highest numerical grade point averages on the Alabama High School Diploma with Advanced Academic Endorsement.

Adopted: 06/29/95

Revised: 06/29/00; 06/27/02; 07/22/04; 07/28/11

## GRADING AND PROMOTION

### I. GRADING SCALE

The following grading scale shall apply for all students in grades 3 through 12:

- A ----- 90-100
- B ----- 80-89
- C ----- 70-79
- D ----- 60-69
- F ----- Below 60 (not passing)

### II. PROMOTION OF ELEMENTARY STUDENTS

Promotion guidelines for grades 1-6 were developed in an effort to ensure that each student masters the basic skills in reading and mathematics before leaving elementary school. This also ensures that minimum educational standards are enforced by the schools. Mastery of the basic skills in language arts and mathematics prior to leaving elementary school is essential for success in high school. The Minimum Critical Skills documents for each grade level identify the skills which must be mastered and outline requirements for promotion to the next grade level.

Responsibility for student achievement toward promotion goals may be shared as follows:

#### The Principal

The principal is responsible for:

1. monitoring the instructional program as specified by the Calhoun County Public Schools to facilitate success in meeting promotion guidelines,
2. notifying parents regarding student progress at various intervals,

#### The Teacher

The teacher is responsible for:

1. making sure that specified grade level skills are taught through an appropriate management system,
2. keeping parents informed about their children's progress,
3. scheduling conferences with parents to review students' progress.

#### The Parents

Parents are responsible for:

1. monitoring the children's progress through reviewing report card and test scores available at the school,
2. making sure that their children attend school regularly,
3. attending PTA/PTO meetings,
4. scheduling school visits when necessary,
5. providing a specified time for the child to do homework.

#### The Students

Students are responsible for:

1. doing homework,

2. paying attention to instruction,
3. responding to guidance given by principals and teachers,
4. attending school regularly,
5. accepting responsibility for their own learning.

### III. PROMOTION OF SECONDARY STUDENTS

#### Grades 7 and 8:

Students in Grade 7 and Grade 8 must pass the following prerequisite core units prior to attempting Carnegie units of credit in Grade 9 subjects:

#### **Core Unit Prerequisites**

#### **Ninth Grade Course**

English 7, English 8

English 9

Math 7, Math 8

Algebra I OR Algebra IA

Science 7, Science 8

General Biology OR CP Biology

Citizenship./World Geography,  
World History/Geography < 1500

World Hy / Geography > 1500

To be promoted to the 8<sup>th</sup> grade, a 7<sup>th</sup> grade student must pass at least 3 core units (6 semesters) and 2 elective units (4 semesters). Yearly averages will be used to determine pass/fail of a unit. Core coursework not passed must be repeated and successfully completed before taking the corresponding course at the 9<sup>th</sup> grade level. A 7<sup>th</sup> or 8<sup>th</sup> grade student who fails to earn a yearly average of 60 due to grades in a specific semester will repeat that semester; however, if both semesters are failing grades both semesters must be repeated. Core classes can be retaken through summer school or during the next school year. Seventh and eighth grade students can make up only two semesters in summer school. Core classes passed will count toward the required prerequisites for 9<sup>th</sup> grade coursework.

To be promoted to the 9<sup>th</sup> grade, a student must have passed at least 7 core units (14 semesters) and 3 elective units (6 semesters). Core classes passed will count toward the required prerequisites for 9<sup>th</sup> grade coursework; however, a particular 9<sup>th</sup> grade course cannot be attempted until all prerequisites for that course have been met.

Students are not required to re-take core classes taken and passed at either the 7<sup>th</sup> or 8<sup>th</sup> grade level. A student who is seated in the 7<sup>th</sup> grade may schedule 8<sup>th</sup> grade coursework; a student must be seated in the 9<sup>th</sup> grade to schedule 9<sup>th</sup> grade coursework. Students retaking failed 7<sup>th</sup> grade core courses will be allowed to take 8<sup>th</sup> grade core courses in the same subject area, if the schedule permits.

Decisions regarding promotion or retention of students passing all core units but receiving a failing grade in 2 or more non-core (elective) subjects shall be referred to the local Building Based Student Support Team for a recommendation to the principal. Students will be scheduled in elective subjects based on homeroom placement.

An administrative (teacher and principal) promotion or retention may be exercised in accordance with administrative directives.

Parental contact will be made for any student who has a failing grade in any subject at the end of each grading period. The purposes of the contact are:

- a. To notify the parent of the possibility of retention,



- b. To identify for the parent and the student what will be required if the student is to be considered for promotion at the end of the year,
- c. To enlist the parent's help in developing a plan and in working with the child to facilitate passing grades by the end of the semester (term),
- d. To explain eligibility requirements for extracurricular participation.

Grades 9-12 \*

Required units per year for promotion:

9th grade.....6 units  
 10th .....12 units  
 11th.....18 units

A minimum of 24 units are required for graduation plus a passing score on each component of the Alabama High School Graduation Exam.

Note: Applicable to students who began Grade 9 in 1996-97 or later.

Adopted: 04/25/85  
 Revised: 08/08/91; 07/25/96; 09/11/01; 8/22/02; 10/24/02; 05/11/06

4.11

**BONUS POINTS**

The following guidelines will be used to limit the giving of bonus points:

- 1. Bonus points for anything other than academic assignments will not be allowed.
- 2. Earned academic points will not be taken away from a student's grade for any reason.
- 3. The grading system stated on the report card is maintained and provisions for indicating a grade over 100 are not given.

Adopted: 08/08/91

4.12

**SEMESTER TEST EXEMPTION (GRADES 7-12)**

Students meeting either of the requirements prescribed below will be exempt from taking a semester test in each class for which the standard is met:

- 1. Perfect attendance, with no instances of tardiness or early check-out, and an 80 average or above; OR
- 2. A numerical grade average of 90 or above.

In the event a student qualifying for test exemption chooses to take a test, the result will be counted for the purpose of raising a grade only. The pre-test average will not be lowered regardless of the test result.

Adopted: 08/08/85  
 Revised: 05/12/88; 06/03/97

## CORRESPONDENCE COURSES

Credit for course work by correspondence is possible for seniors who, due to extenuating circumstances, lack sufficient Carnegie units to graduate. Enrollment in a correspondence course requires the approval of the principal. The expense of correspondence course work will be responsibility of the student/parent.

Approved: 07/03/97

## EXTRACURRICULAR ACTIVITY PARTICIPATION—ACADEMICS FIRST\*

In accordance with regulations prescribed by the Alabama State Department of Education (Ala. Admin. Code section 290-3-1-.02(17)), the Calhoun County Board of Education prescribes the following rules for eligibility of students in this school system to participate in extracurricular activities:

### A. Definitions

1. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by the public school, which are not related to a student's academic requirements or success in a course.
2. Regular curricular activities are defined as those that are required for satisfactory course completion.

### B. Eligibility Requirements

1. Students entering Grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics with a composite numerical average of seventy (70).

Students entering Grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12.

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

2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined in B.1. above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently

completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester.

5. An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.
6. Each eligible student must have a minimum composite numerical average of 70 and a minimum of six (6) Carnegie units from the preceding year, including summer school.
7. Summer school work passed may substitute for regular school work repeated in computing the 70 average.
8. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
9. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.

#### C. Participation Requirements

1. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and the local Board of Education for approval.
2. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and the local Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.
3. Notwithstanding anything to the contrary in this policy, student participation in extracurricular activities offered by the school through math, science, band, choral, music, and other courses at events such as athletic events (pregame, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.
4. Decisions on a student's participation in extracurricular activities shall be developed and reached consistent with the requirements of the IDEA and its implementing regulations, as well as Section 504 of the Rehabilitation Act of 1973, if the student is identified as eligible under these statutes, rules, and regulation, and such participation is determined to be appropriate.

This policy is effective for all students in Grade 8-12 beginning with the 1999-2000 school year with their eligibility determined by grades earned during the 1998-99 school year and 1999 summer school, and shall remain in effect for each succeeding year in the same format as described herein.

Adopted: 7/30/96

Revised: 9/25/97; 6/24/99

4.15

## **FIELD TRIPS AND EXCURSIONS**

The Board recognizes that educational field trips and excursions to various types of competitions for instructional purposes provide desirable learning experiences. The Board further recognizes the value of trips related to band, athletic, and similar extracurricular activities. Consistent

with this philosophy, the Board establishes the following policy guidelines and otherwise delegates to the Superintendent responsibility and authority to develop specific administrative procedures governing field trips and excursions.

A. Field Trips for Academic Enrichment

1. Field trips for academic enrichment must be educationally justified and directly related to the instructional program and objectives at the time of the trip. Appropriate instructional activities shall precede and/or follow each field trip.
2. Each school faculty, under the leadership of the principal, shall develop and submit to the curriculum coordinator by the end of the first attendance period of each school year a school-wide plan governing academic field trips for the year. The purpose of the plan shall be to maximize the educational value of field trips and prevent waste of system resources. The plan shall identify generally the academic field trips to be taken by department, grade level, or other appropriate division, based upon the applicable courses of study and educational objectives. Each school, through its plan, shall seek to accomplish the following:
  - (a) eliminate needless repetition of the same trips by the same students;
  - (b) prevent excessive numbers of field trips by any department or grade;
  - (c) consider the timing of field trips to avoid excessive numbers during the final month of the school year. (Due to the volume of field trip requests for the month of May, these will be considered on a "first come, first served" basis and otherwise acceptable requests may be denied.)

Within appropriate limits, the plan may provide a degree of flexibility to allow for teacher individuality and participation in events that are unknown at the time of plan development.

3. Academic field trips shall require approval of the principal and superintendent through timely completion and submission of a Request for Field Trip and a School Bus Extra Trip Request at least ten (10) school days prior to the trip.
4. All entrance or admission fees and similar costs shall be paid at the local school level and shall be the responsibility of the student, unless assumed by the local school or organization.
5. Upon approval of the field trip, the teacher is responsible for providing notification to parents/guardians in writing, including the following: purpose and destination; transportation arrangements; date and estimated time of departure and return. The teacher is also responsible for obtaining signed parental permission forms as set forth below. Students who do not submit signed parental permission forms will not be allowed to take the trip. (See sub-paragraph D. 1 below.)

B. Other School Related and Extracurricular Activities

1. Trips involving transportation of athletic teams, cheerleaders, bands, and similar groups to AHSAA sanctioned athletic events and tournaments arranged pursuant to athletic contract and/or AHSAA requirement shall not require submission of a Request for Field Trip. Timely submission of a School Bus Extra Trip Request is required and rules regarding transportation and security requirements shall apply. (See sub-paragraph C. 3 below.)
2. Trips involving transportation of groups (such as choral groups, academic teams, clubs, bands, orchestras, cheerleaders, and similar groups) to attend sanctioned events and competitions by state / national subject matter associations shall require submission of Request for Field Trip and School Bus Extra Trip Request. (See sub-paragraphs A. 3

and C. 3.) Other rules regarding transportation and security requirements also apply to such trips.

C. Transportation and Meals

1. For any trip requiring students to be away during meal time, the responsible teacher shall make arrangements for take-out meals (including breakfasts at schools where available). A ten-day notice shall be given to the local lunchroom manager for take-out breakfasts and/or lunches.
2. Buses belonging to the school district and driven by certified drivers shall be used to transport students on field trips and other extra trips, including return travel.\* Any exception to the use of system-owned school buses (such as air transportation, train travel, or charter bus) must be approved by the Superintendent and local school principal, with express written parental consent.

*\*Requests by parents to transport their own children to and/or from an event are subject to the approval of the teacher/coach/sponsor and the school principal. Each such request must be in writing identifying the student, the parent, and the particular event, and specifically stating that the parent understands that the school is providing transportation but requests permission to transport their own child to and/or from the event. Such writing must be signed by the student and the parent and must contain release language as follows:*

**We understand and agree that the Calhoun County Board of Education (“the Board”) will not be responsible or legally liable for the student while being transported by private vehicle. The parent/guardian and student assume all liability for any loss, damage, or injury of any kind to any person or property, including any accident, fire or other casualty arising from or connected with the use of a private vehicle. The parent/guardian, the student, their representatives and assigns hereby WAIVE AND RELEASE all claims and demands of any kind against the Board, its employees, officers, or representatives for any loss, damage or injury, and agree to hold the Board, its employees, officers, or representatives entirely FREE AND HARMLESS from liability for any loss, damage, cost or injury to the student or any other person or property and from all costs and expenses arising from or connected with use of a private vehicle to transport the student.**

*Schools choosing to approve such requests are responsible to ensure that the written parental request meets all of the above requirements.*

3. All buses for field trips and other extra trips must be coordinated with the superintendent, transportation supervisor, and principal. School Bus Extra Trip Request must be in the superintendent's office at least ten (10) days prior to the trip in order to secure transportation.
4. If a bus to be used is not one that will already be at the school, the local school, through the principal, shall make every effort to arrange for the bus driver to pick up the bus at the transportation department prior to the trip. The transportation department has a limited capacity for delivering buses for such trips due to other job requirements of transportation staff.
5. The local teacher or organization shall arrange for an adequate number of adult chaperons on each bus. Except for principal-approved adult chaperons, non-students shall not ride county school buses.
6. The Board will furnish an annual allocation to each school for the payment of bus driver wages / benefits associated with extra trips. The allocation amount will be based upon grade level, school enrollment and other relevant factors, as determined annually by the Superintendent. The schools and / or organizations must reimburse to the Calhoun County Board of Education all other costs of transportation based upon a mileage rate

established by the Superintendent, in consultation with the Chief Financial Officer. There shall be a minimum mileage charge of \$20.00 per bus, per trip, regardless of distance traveled. In no event shall the cost of extra trips be paid from transportation funds.

7. There must be no band instruments, equipment or other loose objects carried on school buses with students at any time.
8. Any school not complying with these rules may be denied the use of buses for extra trips.

**D. Student Security**

1. Parental notification and permission forms are required for all field trips and other excursions. (In the case of athletic teams, marching bands, cheerleaders, and similar groups as approved by the principal, parental notification and permission regarding travel to scheduled AHSAA athletic events may be for an entire athletic season rather than by individual event.)
2. Parental permission forms shall include the following: name, address, and phone number of parent(s); emergency phone number(s); medical information; and medical treatment authorization / release. The teacher is responsible to leave a copy of the forms with the principal or designee in the school office and to keep a separate copy the trip. Each student's form should be kept on the bus on which he/she is traveling. The superintendent may authorize permission forms for system-wide use.
3. Wristbands / Identification Bracelets shall be worn by all K-6 students traveling on field trips. It shall be the teacher's responsibility to prepare a band or bracelet for each child, which shall include the name and phone number of the school, child's name, parent's name, emergency phone number(s), and necessary medical information.
4. The teacher shall arrange for an adequate number of principal-approved adult chaperons to accompany and help supervise students throughout the trip.

Approved: (Field Trips) 01/23/86  
 (Transportation for School-Related Activities) 03/23/78  
 (Procedure for Selecting Bus Drivers) 10/26/78

Revised: 09/26/96; 08/27/98; 10/22/98; 03/17/05; 02/23/06; 08/11/08

**FEE / DONATION SCHEDULE--GRADES 7-12**

All fees / donations are per year unless otherwise stated. Scheduled fees and donations represent the maximums; however, fees /donations should be implemented only in accordance with the actual needs of particular classes.\*

**ART\***

Beginner Art	\$10.00
Art	\$15.00

**BAND\***

Beginner / Intermediate	\$15.00
Senior	\$30.00

**BUSINESS**

Business Law / Math ( <u>per semester</u> )	\$10.00
Keyboarding	\$25.00
Business Courses - Office Procedures, Recordkeeping, Rapidwriting	\$25.00

Desktop Publishing	
Business and Marketing Essentials	\$10.00
Accounting	\$30.00
Business Technology Essentials	\$30.00
Integrated Computer Technology	\$30.00
Marketing Dynamics	\$10.00
Interactive Multimedia Design	\$30.00
Personal and Business Finance ( <u>per semester</u> )	\$10.00
CHORAL* (All music)	
Junior Choir (7 <sup>th</sup> – 8 <sup>th</sup> grades)	\$20.00
Senior Choir (9 <sup>th</sup> – 12 <sup>th</sup> grades)	\$25.00
HONORS COURSES *	\$20.00
LOCKERS	
Regular	\$15.00
P.E.	\$ 3.00
PARKING PERMIT	\$20.00
SCIENCE* (Anatomy, Biology, Chemistry, Physics, Physiology)	\$15.00
CAREER TECHNICAL*	
Agribusiness	\$20.00
Specialized classes ( <u>per semester</u> )	\$15.00
Exploratory classes ( <u>per semester</u> )	\$15.00
Family & Consumer Science	
Family & Consumer Science I & II	\$15.00
Advanced courses	\$30.00
Foods/Clothing ( <u>per semester</u> )	\$15.00
Senior Foods ( <u>per semester</u> )	\$15.00
Career Technical Center Classes (shop fee & organization fee)	\$33.00

DUAL CREDIT / DUAL ENROLLMENT COURSES--Students electing to enroll in these courses will be responsible for timely payment of the tuition and fees of the college or other institution granting the post-secondary credit, and for textbooks and materials unless otherwise negotiated between the institution and the Board of Education. Full payment of tuition must be made by the first day of classes for the college or university.

**\*No fee may be required for any course taken to satisfy graduation requirements; however, donations may be requested and the above limits will apply.**

Approved/ Revised: 5/14/91; 7/27/95; 7/30/98; 6/29/00; 7/22/04

4.17

## DRIVER EDUCATION FEE WAIVER

Students in the Calhoun County School System who wish to take driver education but who are unable to pay the required fee may have the fee waived by the principal of the individual school provided the student meets the following criteria:

1. Requested in writing by the parent or guardian;
2. Eligible for free lunches;
3. Student is identified as economically disadvantaged
4. The student or his family is receiving help from federal or state welfare or disability programs;
5. Other information which may be helpful.

Adopted: 04/19/83

4.18

## **ASSIGNMENT TO CLASSES**

It shall be the responsibility of the local school principal and his professional staff to assign students to classes.

Adopted: 03/23/78  
Revised: 03/22/90

4.19

## **REPORT CARDS**

Report cards are for the purpose of transmitting an evaluation of students progress to the student and his parent or guardian. Report cards shall be issued at least four(4) times during the scholastic year to all students enrolled in the schools of the School District.

All report cards used by the schools of the School System shall be approved by the Board. Any change in report card forms used by the School District shall be preceded by a cooperative study and evaluation by students, teachers, principals and parents.

Adopted: 03/23/78  
Revised: 08/08/91

4.20

## **INTERSCHOLASTIC ACTIVITIES**

Interscholastic activities are defined as competitive activities between schools which are non-athletic in nature.

Local schools may engage in interscholastic activities when approved by the local school principal, the Superintendent of Schools, and in some instances, the Board. All schools participating in interscholastic activities shall adhere to the provisions that follow:

1. Interscholastic activities shall be under the direction and control of the local school principal or his designated representative.
2. Interscholastic activities must be coached, directed, or sponsored by a member of the professional staff.



3. Interscholastic activities shall be of educational value to the participants.
4. Preparation for interscholastic activities shall not interfere with regular classroom instruction.
5. Students participating in interscholastic activities shall have written parental permission on file with the local school principal.
6. All travel for interscholastic activities shall be controlled by the policy governing field trips and excursions.
7. Interscholastic activities shall not be approved that require students to be away from school for more than three (3) consecutive days.
8. Financing of interscholastic activities shall be the responsibility of the local school.

Adopted: 03/23/78

4.21

## **STUDENT ACTIVITIES**

School sponsored student activities are a vital part of students lives and of the total school program. Therefore, the Board encourages the professional staff and students of the schools of the School District to cooperatively plan and implement appropriate student activities to meet the needs of all students.

All school sponsored student activities must have prior approval by the local school principal, activity sponsor, and the Superintendent of Schools.

All school sponsored student activities shall be under the control of the local school principal or his designated representative.

All school sponsored activities shall be adequately supervised by a member or members of the school professional staff.

Adopted: 03/23/78

4.22

## **TECHNOLOGY VISION AND MISSION STATEMENT**

### **Vision Statement**

Calhoun County Schools Technology Department envisions all students being actively engaged and having access to the technology resources and tools needed to support and enhance education. Additionally, the staff of Calhoun County Schools will have training opportunities and support needed to utilize and implement technology.

### **Mission Statement**

It is the mission of the Calhoun County Schools Technology Department to provide access to applicable and purposeful technology resources and tools to meet or exceed the educational goals of the Calhoun County School System. It is our mission to assist and guide staff members of Calhoun County Schools in utilizing technology skillfully and efficiently in the classroom. Through this mission our students will be prepared to use 21<sup>st</sup> Century tools for lifelong learning and success.

The Technology Committee's yearly plan will serve as system-wide plan for the fulfillment of this mission. This plan will be refined and revised as needed to be current in the utilization of technology.

Adopted: 02/22/96

Revised 11/14/13

4.23

## **COPYRIGHT COMPLIANCE**

The Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. In addition, software is governed by licensing agreements setting forth permissible uses. Severe penalties may be imposed for unauthorized copying or use of audiovisual or printed materials and computer software, unless the copying or use conforms to the "fair use" doctrine or to the software licensing agreement.

Under the "fair use" doctrine regarding copyrighted materials, unauthorized reproduction of copyrighted materials is permissible within certain limits for such purposes as criticism, comment, news reporting, teaching, scholarship or research. To fall within the permissible bounds of fair use, duplication of a product for any of the stated purposes must meet the following general standards:

### THE PURPOSE AND CHARACTER OF THE USE.

The use must be for such purposes as teaching or scholarship and must be nonprofit.

### THE NATURE OF THE COPYRIGHTED WORK.

Staff may generally make single copies of the following for use in research, instruction or preparation for teaching: book chapters; articles from periodicals or newspapers; short stories; essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.

### THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED.

In most circumstances, copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.

### THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.

If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Although the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by Board policy and the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district prohibits and cannot be responsible for violations of the copyright law or licensing agreements by its staff.

In order to promote compliance with federal copyright law, the Board encourages adherence to the Fair Use Guidelines for Educational Multimedia as developed by the Consortium of College and University media Centers. This document is available through the Technology Department and at the following web site: <http://www.libraries.psu.edu/ava/>. The Board further authorizes development by the Superintendent or designee of such procedures as may be needed to ensure compliance with this policy.

*Legal References: P.L. 94-553 Federal Copyright Law of 1976 (U.S. Code, Title 17)*

Adopted: 11/20/97

## CAREER TECHNICAL EQUIPMENT

Equipment used in the career technical program shall be maintained in safe working condition. The system will make necessary and routine repairs when the value of the equipment is not less than the value of repair parts and labor. The Career Technical Director will follow the established schedule for replacement of equipment as appropriate. Each class / shop will be equipped with required Business and Industry tools, software, and equipment in compliance with the state equipment list. The Career Technical Director and instructors will develop a program of preventive maintenance to include periodic checkups and routine maintenance of machines and equipment in order to prolong the use of each piece.

Adopted: 09/11/01

Revised: 10/27/11

## TRANSFER OF CREDIT

### Grades 1 – 6

Transfers from accredited schools: A student transferring to a Calhoun County School from a non-public school accredited by an accrediting agency recognized by the State Board of Education (SACS, Alabama Independent School Association) will have all credits and current class/grade placement accepted without validation upon the receipt of an official transcript(s) from the sending school.

Transfers from non-accredited schools/school settings: Any school/school setting not accredited by an accrediting agency recognized by the State Board of Education shall be considered a non-accredited school for the purpose of transfer of class/grade credit.

To transfer credits and/or determine the appropriate class/grade placement of a student transferring to a Calhoun County School from a non-accredited school/school setting, the following procedures shall be implemented by the receiving school:

1. Credit for all elective courses shall be transferred without validation.
2. Non-contested credit for core courses (English, mathematics, science, and social studies) shall be transferred as follows:
  - a. Using all records (official transcripts or notarized statements of credits) and results of nationally standardized tests, the principal or his/her designee shall determine the student's appropriate placement and notify the student and his parent(s)/guardian(s).
  - b. If the parent(s)/guardian(s) agree with the placement decision, the student shall be assigned to the classes and/or grade agreed upon.
  - c. If no standardized test results are available or if parent(s)/guardian(s) disagree with the placement decision, the admitting school will make arrangements with Central Office

personnel for the administration of an individually administered, norm-referenced academic achievement test, the results of which shall be used to determine appropriate grade placement.

## Grades 7 – 12

Transfers from accredited schools: A student transferring to a Calhoun County school from a non-public school accredited by an accrediting agency recognized by the State Board of Education (SACS, Alabama Independent School Association) will have all credits and current class/grade placement accepted without validation upon the receipt of an official transcript(s) from the sending school.

Transfers from non-accredited schools/school settings: Any school/school setting not accredited by an accrediting agency recognized by the State Board of Education shall be considered a non-accredited school for the purpose of transfer of class/grade credit.

To transfer credits and/or determine the appropriate class/grade placement of a student transferring to a Calhoun County school from a non-accredited school/school setting, the following procedures shall be implemented by the receiving school:

1. Credit for all elective courses shall be transferred without validation.
2. Non-contested credit for core courses (English, mathematics, science, and social studies) shall be transferred as follows:
  - a. Using all records (official transcripts or notarized statements of credits) and results of nationally standardized tests, the principal or his/her designee shall determine the student's appropriate placement and notify the student and his parent(s)/guardian(s).
  - b. if the parent(s)/guardian(s) agree with the placement decision, the student shall be assigned to the classes and/or grade agreed upon.
  - c. For any initial core course the student successfully completes at the receiving school, he/she shall be permitted to transfer in that subject area all previous class/grade credits earned at a non-accredited school(s). For example, successful completion of eleventh grade English would allow an eleventh grade transfer student to transfer English credits from the ninth, tenth and eleventh grade courses successfully completed at the non-accredited school.
3. Contested credit for core courses (English, mathematics, science, and social studies) shall be transferred as follows:
  - a. If the parent(s)/guardian(s) disagree with the placement decision, the principal or his/her designee shall supervise the administration of the school's most recent semester test for each prerequisite core course in which the parent/guardian is requesting enrollment. For example, if there is a dispute over placement of a student in eleventh grade English, the student will be administered the most recent semester exam for tenth grade English. For each  
  
test the student passes as determined by the school grading scale, the student shall be placed in the next level core course and credit shall be transferred for prerequisite courses.

- b. For any test the student fails, his/her placement shall be as originally recommended by school officials and no credit is transferred for this prerequisite course in that subject.
4. In the event of controversial record/transcripts and/or the absence of any or notarized records/transcripts, the student shall take placement test consisting of the school's previous semester tests for core courses.

High School Graduation Exam / Calhoun County Board of Education requirements: All transfer students must pass the Alabama High School Graduation Examination and meet the Calhoun County Board of Education requirements relating to graduation.

Continuous Attendance for Entire Senior Year: Except in case of bona fide change of residence or other circumstances equally valid for making an exception, a student is not to be graduated from high school unless he or she has been in continuous attendance therein during the entire high school year immediately preceding the date of graduation. In the event of the transfer from one school to another of a twelfth grade student who wishes to become a candidate for graduation at the end of the year, the school receiving the student should require approval in writing of the transfer and the student's candidacy for graduation from the principal of the school from which the student has withdrawn. The letter of approval together with any necessary memoranda should be filed with the transcript of the student's record from the discharging school. In case of doubt as to procedure or appropriate action in such case, either or both of the principals of the schools concerned should discuss the matter with the State Department of Education.

Adopted: 04/24/86  
Revised: 06/25/98

4.26

## **PHYSICAL EDUCATION DRESS CODE**

### **Grades 7 – 12**

Students taking physical education will be required to dress in a P.E. uniform meeting the following standards:

1. Shorts or sweats may be worn.
2. Top shall be a pullover type, meeting the waistline. The neckline and arm openings shall be such that the learning process is not interrupted. No see-through garments shall be worn without proper undergarments.
3. Shoes: A tennis type gym shoe will be worn.
4. Socks will be worn.
5. P.E. uniform, including shoes and socks, shall not be same clothing as worn to school.
6. Those schools selling P.E. uniforms shall make them available on a voluntary basis to the students.
7. Students who do not adhere to the P.E. dress requirements will not be allowed to participate and will receive a grade of zero for those class periods.
8. Exceptions to these requirements must be approved by the P.E. teacher and principal.

Adopted: 03/23/78  
Revised: 06/26/86

## DUAL ENROLLMENT / DUAL CREDIT ADMISSION POLICY

### I. PURPOSE:

The purpose of this policy is to allow eligible high school students to enroll in college classes concurrently with high school classes, either on the college campus or at the high school, and to receive both high school and college credit.

### II. GOALS

The goals of this policy are to: (a) provide greater flexibility for students in meeting rigorous educational and career objectives; (b) to enable students who attend high schools which have limited curriculum offerings and/or are geographically isolated, to experience equal learning opportunities; (c) address the need for effective articulation which incorporates dynamic labor market demands; (d) maximize economies of scales and assure the efficient allocation of resources; and (c) promote the life span opportunities for all residents of Alabama.

### III. STUDENT ELIGIBILITY

- A. The student must be in Grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code 290-8-9.17.
- B. The student must have a "B" average, as defined by local board of education policy, in completed high school courses.
- C. The student must have written approval of the appropriate principal and the local superintendent of education. Student access to Dual Credit/Dual Enrollment is dependent upon both academic and social maturity. Approval from the principal and superintendent indicates that the student has demonstrated both.
- D. The student must meet the entrance requirements established by the participating college/postsecondary institution.
- E. Students who are enrolled in Grades 10, 11, or 12 may be deemed eligible to participate in dual credit/dual enrollment in occupational/technical courses pending demonstrated ability to benefit as documented by successful completion and placement by ASSET, WorkKeys, CPAT, or other assessments approved by the Department of Postsecondary Education. Students enrolled under the ability-to-benefit provision must have a "B" (3.0 grade point average) in high school courses directly related to the occupational/ technical studies (if applicable) which the student intends to pursue at the postsecondary level and an overall 2.5 grade point average in high school course work. Exceptions may be made on an individual student basis after assessment and with the mutual consent of both the School Board and the College.

### IV. COURSE ELIGIBILITY

Courses offered shall be drawn from the respective College's existing academic inventory of courses offered for credit. Courses numbered below 100 and physical education (PED) courses are not eligible for dual enrollment/dual credit. Students may not audit courses under the terms of this policy. Eligible high school students are permitted to enroll in College courses conducted during school hours, after school hours, and during summer terms. The College reserves the rights to cancel course offerings when courses do not meet minimum enrollment requirements.

## V. DUAL ENROLLMENT/DUAL CREDIT AGREEMENT

Participating local boards of education and postsecondary institutions shall develop a Dual Enrollment Agreement that includes, but is not limited to the following:

- A. Approval of the particular courses to be offered and the high school equivalency for each course shall be determined through the mutual agreement of the participating postsecondary institution(s) and the participating local board of education.
- B. Ten quarter/six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the participating postsecondary institution and the local board of education.
- C. Identification of and provision for these quality control indicators:
  1. Dual Credit/Dual Enrollment instructors shall be faculty of the College. A high school teacher employed to teach in dual credit/dual enrollment will be designated as an adjunct faculty member of the College and therefore must meet the credentialing requirements of the State Board of Education and other accrediting agencies. Faculty must be under the ultimate control and supervision of the college. The college must provide for faculty orientation, supervision, and evaluation. Instructor credentials shall be provided to the local school board of education as needed to meet credential standards of accrediting agencies.
  2. The college shall be responsible for the compensation of faculty, in accordance with State Board of Education and college policy. Faculty may not receive dual compensation for instructional time
  3. Ten quarter/six semester hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the College and the School Board. The State Board of Education Policy 705.01 defines a "credit hour" as not less than 50 minutes of instructor/student contact. A semester/quarter hour of credit is based upon the average number of hours of instruction being used. There are four general categories of instruction: theory, experimental laboratory, clinical practice (manipulative laboratory), and internship.
  4. Payment of the current rate of tuition and fees per credit hour, textbooks and materials will be the responsibility of the student unless otherwise negotiated between the college and the local board of education. Full payment of tuition must be completed by the first day of class. School Boards will be notified of any unpaid tuition and fees prior to the start of classes.

5. A plan for an annual evaluation of dual enrollment/dual credit shall be prepared and shall adhere to guidelines of the Department of Postsecondary Education.
6. Students are responsible for knowing policies relative to dual enrollment/dual credit. The university or college reserves the right to refuse readmission to any student who is found to be in violation of college policies (academic standards of progress, Student Code of Conduct, etc.)
7. Methods for addressing student related issues such as: admissions procedures, advisement, monitoring and evaluation, privacy rights, ADA issues, and verification of student attendance must be addressed in the agreement.

Adopted: 02/26/98

4.28

## **TEXTBOOK POLICY**

### **SECTION I: CALHOUN COUNTY TEXTBOOK COMMITTEE**

- a) The Calhoun County Board of Education shall appoint a committee for the adoption of new textbooks each year. The State has set up a rotating schedule for the adoption of new textbooks so different subject areas or disciplines are adopted each year. In the event an off-year adoption is needed, written request must be submitted to the Board of Education for approval.
- b) The textbook adoption committee will consist of members from each school that offers classes in the subject area of the textbook being adopted. Each secondary and elementary school shall be represented by one faculty member for each subject area in the adoption. K-12 schools will have one secondary and one elementary person where applicable. The committee members shall be elected by majority vote from faculty members who teach the subject area of the books to be adopted. In the event an elementary grade level is not represented, the Superintendent or his designee will appoint a member to the committee to represent that grade level. The special education coordinator shall appoint, at large, one elementary and one secondary teacher to serve on committees. In years where multiple subject areas are being adopted, the secondary level will consist of committees from each discipline.  
One to three parents will also be appointed by the Superintendent or his designee to serve as committee members. Membership of the Calhoun County Textbook Committee shall be inclusive and shall reflect the racial, gender, geographic, urban/rural, and economic diversity of the system.
- c) The textbook coordinator and curriculum coordinator(s) will serve as non-voting members of the committee.
- d) The committee will have its initial meeting within ten (10) days after notification of appointment of all members. The purpose of the initial meeting will be to select two recording secretaries, one elementary and one secondary. The responsibilities of the secretary will include recording the minutes of the meetings, making the minutes available to the committee members and Board of Education members, and keeping a copy on file at the Board of Education office. After the secretaries are elected, the committee will prepare an affidavit to be filed with the Calhoun County Board of Education stating each of the following:
  - (1) The member agrees to discharge faithfully all the duties imposed upon him or her as a member or as secretary of the textbook committee.



- (2) The member has no interest, direct or indirect, in any contract that may be made under this act for the purchase of textbooks.
  - (3) The member has no interest as author, associate author, as publisher, or as a representative of the author or publisher of any textbooks.
  - (4) The member has no pecuniary interest, direct or indirect, in the business or profits of any person, firm or corporation engaged in manufacturing, publishing or selling textbooks.
  - (5) The member agrees not to accept any emolument or promise of future reward of any kind from any publisher of textbooks, the publisher's agent, or anyone interested in or intending to bias the member's judgment in any way in the selection of any textbook for adoption.
- e) The members of the committee will serve for a period of one year. In the event a problem arises with a textbook(s), the Calhoun County Board of Education reserves the right to reconvene the committee of this particular subject area. In the event that members of the committee are no longer available to meet due to attrition, the school where the member is no longer available will vote on a new member to serve in his/her place.
  - f) The local textbook committee shall meet for the purpose of recommending textbooks to the local board of education from the list of adoptions by the State Board of Education, a list submitted to the committee for consideration by the local superintendent or his or her designee, or both lists. The Calhoun County Board of Education will consider adoption of books that are not on the state adoption list only when newer editions have been made available since the state list was published, or if there is no book on the list that is found suitable for a particular subject or course that is being taught. Textbooks that have been rejected by the State Board of Education shall not be considered for future adoption by the local board of education except for the length of an existing local contract approved by the State Superintendent.
  - g) Each school representative will tabulate and bring to the final meeting the results of individual teacher preferences. A consensus will be reached utilizing the teacher preferences and preferences of committee members. No textbook shall be used as the primary text in any public school class unless recommended by the local textbook committee and upon the recommendation of the local superintendent and adopted by the Calhoun County Board of Education. The committee will not select a textbook for adoption that has a publication date prior to three years of the date of adoption.
  - h) The adoption of a textbook by the Calhoun County Board of Education shall be by majority vote of the board of education and shall be for a period determined by the State Superintendent of Education. Not later than thirty (30) days after the date of the local adoption, the Calhoun County Superintendent of Education shall file a report with the State Superintendent of Education listing the title, the name of the author, the publisher, and the date of adoption of the textbook with verification to the State Superintendent that all procedures described in subsection (d) have been followed. This procedure shall apply each time a textbook is adopted for use. The textbook coordinator and curriculum coordinators will be the contact persons between the publishers and the local committee members.
  - i) Publishers shall furnish samples of all state-adopted textbooks to the local board of education for evaluation by the local textbook committee. One copy of each textbook adopted by the local textbook committee shall be retained by the local board of education as an official sample. All samples not adopted by the Calhoun County Board of Education shall be returned to the publishers at the expense of the publishers, and samples of those books adopted shall become the property of the local board of education. If the publisher fails to reclaim samples on non-adopted books within ninety (90) days, the sample books shall become the property of the Calhoun County Board of Education.

- j) Any textbook publisher that solicits a local textbook committee or local board to adopt their textbooks and has not participated in the state adoption process shall provide the reason for not participating in the state process in writing to the local textbook committee and local board at the time of the solicitation. A copy of the document submitted to the local textbook committee and the local board of education shall also be sent to the State Superintendent of Education. The Calhoun County Board of Education will follow the procedure on ancillary material as established by the State of Alabama.

## Section II: PURCHASING TEXTBOOKS AND ACCOUNTABILITY FOR TEXTBOOKS

- a) The Calhoun County Board of Education may appropriate general funds for the purpose of creating local revolving funds to be used in securing and distributing textbooks and for the purpose of contributing to the expense of furnishing textbooks.
- b) The Calhoun County Board of Education may appropriate funds for the purpose of purchasing textbooks for free distribution or for rental to the patrons of its public schools under such rules and regulations as shall be prescribed by the Calhoun County Board of Education.
- c) All books contracted for shall be shipped upon receipt of purchase orders from the Calhoun County Board of Education. The publisher or publishing company shipping the books shall prepare triplicate invoices or bills for the books shipped. These invoices or bills shall be mailed to the superintendent of education to whom the books are shipped.
- d) The superintendent of education, upon receipt of any shipment of books as provided herein, shall forthwith determine if the shipment is in accordance with the invoices or bills. Payment shall be made by the local board of education for such purchase and charged against the Foundation Program funds distributed to the local board of education for such purposes or other funds available to the local board of education for such purposes.
- e) The Calhoun County Board of Education shall provide for the safe and dry storage and distribution of all new and used textbooks and, in the case of used textbooks, provide for the collection, storage, and maintenance, including necessary repairs, renovation and fumigation. The local board of education shall also provide for the repair of used textbooks.
- f) The superintendent shall maintain at all times an accurate and up-to-date inventory and shall keep on file such accounting records as may be required or as deemed necessary.

## Section III: USE OF TEXTBOOKS

- a) All textbooks furnished free of charge to pupils shall be the property of the Calhoun County Board of Education as long as textbook funds are expended as prescribed by the law.
- b) Textbooks distributed to students shall be retained by the individual student for use during the time period the student is engaged in courses of study for which those textbooks are used. At the completion of each course of study or otherwise at the instruction of the principal or teacher in charge, the textbooks shall be returned as directed. A receipt (textbook card) shall be required for each pupil, parent, or guardian upon issuance of any textbook. The receipt shall be retained until the return of the textbook.
- c) The parent, guardian, or other person having custody of a child to whom textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of the textbooks. In computing the loss or damage of a textbook that has been in use for a year or more, the basis of computation shall be a variable of 50 to 75 percent of the original cost of the book to the local board of education. If the parent, guardian, or person having custody of the child to whom the textbook was issued fails to pay the assessed damages within thirty (30) days after notification, the student shall not be entitled to further use of the textbook until remittance of the amount of loss or damage has been made.

- d) All remittances for damages or from sale of textbooks shall be deposited to the credit of the LEA textbook fund and shall be used for the repair, maintenance, and replacement of textbooks.
- e) The Calhoun County Board of Education may waive the payment as provided in this section if, in their judgment, the respective parent or guardian is not financially able to make the payment. The system shall contribute from local funds sums equal to the amount waived.
- f) Pupils enrolled in the Calhoun County School System or any parent or guardian of the pupil may buy textbooks at the price paid for them by the local board of education. All contracts made with publishers shall so provide. The board of education may make such sales through a designated employee or agent thereof. No handling charge allowed from the sale shall incur to any member, officer, or employee of the Calhoun County Board of Education.
- g) All books issued by the separate schools may be used by pupils to whom issued in the same manner and to the same extent as though the books were owned by the pupils, their parents, or guardians as the case may be, except that such pupils, parents, or guardians shall be liable for such loss or damage to books as provided in this section and for the return of the textbook.

#### Section IV: ADEQUATE TEXTBOOKS

- a) The Calhoun County Board of Education finds textbooks and other instructional materials are among the basic tools of learning that must exist if students are to succeed.
- b) All students in the Calhoun County Schools shall be provided with adequate textbooks. Textbooks and other supporting material shall be appropriate for their course work and shall be in suitable condition. Where textbooks are issued pursuant to Section III, every student shall have his or her own copy of the issued textbook of the correct edition.
- c) It is the intent of the Calhoun County Board of Education that it is the student's responsibility, as well as the responsibility of the student's parent or guardian, to care for the textbooks and instructional supplies provided by the state in a manner so that the materials are not damaged to the point of being unusable.
- d) In the event that there are no books available to the students in a class, the local school principal or his/her designee must order textbooks through the Calhoun County textbook coordinator.
- e) In the event textbooks are no longer adequate or become obsolete, the Calhoun County Board of Education will recycle, give to students and teachers, or bury the books to dispose of them. When textbooks are sold, the money received must go into the textbook fund. Books can be sold to used textbook companies.

Adopted: 12/10/98

4.29

#### **POLICY FOR ONLINE COURSES**

Recognizing that online instruction is a valuable resource for expanding learning opportunities, the Board sets forth the following requirements for online courses offered within the system. Online instruction used to supplement regular classroom instruction is not subject to this policy.

##### **Online Course Providers**

Each Provider of online courses must meet the following requirements:

1. Ensure that online courses offered for credit contain all required content identified in the corresponding Alabama course of study.
2. Ensure that online courses used to fulfill the requirement of four credits per core content area have been submitted for review to, and approved by, the Alabama State Department of Education.
3. Ensure that delivery of online courses used to fulfill the requirement of four credits per core content area are delivered from institutions accredited by the Southern Association of Colleges and Schools or an equivalent regional association.
4. Ensure that all online courses warrant 140 clock hours of instruction for one credit and 70 clock hours of instruction for one-half credit.
5. Supply a certified teacher for each online course and ensure that each teacher who interacts with students online to deliver instruction: (a) meets background check requirements (per the implementation schedule of the teacher's local school system); (b) is a certified teacher in Alabama or another state; and (c) has participated in professional development offered by the Provider.
6. Ensure that online class size does not exceed the teacher-pupil ratio of 1:29 or 750 student contacts per week, as required by the State Board of Education.
7. Assume responsibility for program integrity by providing each student with a unique username and password for accessing the online course portal, which shall be located on secured server that is backed up daily.
8. Assume responsibility for electronic documentation of all student work and evaluation and feedback by the e-teacher on the course portal.
9. Supply instruction and assessment that does not require the school to provide any supplemental instruction or assessment.
10. Supply a final grade for each student that is based on assessment by the online teacher of the student's work.
11. Supply final grades to a representative of the school in accordance to the scheduled dates for each student's regular school, except when Provider has set and published its own scheduled dates for a term, such as for summer school.
12. Make available archived course-related materials upon request;
13. Provide technical assistance for problems related to the course portal and other servers of the provider; and
14. Upon notification of a sustained loss of Internet connectivity, work with school to take appropriate actions so that students do not fall behind in coursework.

### **Local School / System**

The school system, through local schools, will fulfill the following responsibilities:

1. Ensure written approval from the superintendent and school principal prior to the offering of online courses.
2. Provide minimum technology necessary for delivery of the course per the requirements posted on the Provider's website.
3. Provide supplies or equipment for online courses.
4. Provide adequate technical assistance to students.
5. Document student attendance.
6. Assume responsibility for the integrity of students' work by ensuring that students are supervised by an adult facilitator during online class period. Classroom supervision shall be the primary duty of the facilitator during the online class period. The facilitator shall be responsible for the following:
  - a) successfully completing Provider-supplied training in online methodology and technical aspects of web-based instruction, including safety and lab procedures, if applicable;
  - b) acting as the liaison between the school and Provider staff by communicating with the Provider staff on a regular schedule;

- c) monitoring the physical classroom during the class period when students engage in online courses, including using regular school procedures for documenting class attendance, keeping students on task and ensuring the integrity of students' work;
  - d) monitoring each online student's progress;
  - e) reporting each online student's final grades, based on communication with the Provider's staff;
  - f) coordinating any supplies or equipment needed for online courses; and
  - g) assisting students with minor technological problems.
7. Ensure that online students complete all scheduled lessons and online projects/lab activities during normal school hours (including night school, summer school, and other scheduled and supervised periods). Students may be permitted to make up work and to complete online assignments requiring research beyond the scheduled class period.
  8. Ensure that the Provider is contacted if school loses Internet connection for longer than ten minutes when students are engaged in online courses.
  9. Accept final grade reported by Provider for inclusion on the student's transcript.

In order to support schools that offer online courses, the system will be responsible for resolving local technology issues. The system will also be responsible for costs and equipment for courses necessary for completion of graduation requirements, except for courses voluntarily taken outside the school schedule by students repeating the course.

*Note: This policy complies with the Guidelines for LEA Usage of On-Line Courses, issued with the February 10, 2003, memorandum from the State Superintendent of Education regarding on-line courses, which explained Alabama Administrative Code Rule 290-3-1.02(12) pertaining to online courses. Unusual circumstances involving individual students may warrant exceptions to this policy. Such exceptions are subject to the usual procedures for exemption by the system and, if applicable, through approval by the State Superintendent of Education.*

Adopted: 08/28/03

## **FOREIGN AND CULTURAL EXCHANGE PROGRAMS**

The Board authorizes the enrollment of foreign exchange visitors in accordance with the following guidelines:

1. The Board will permit the limited enrollment of student exchange visitors who are sponsored by a properly designated sponsor under the U.S. Department of State's Exchange Visitor Program and who are seeking to enroll in Calhoun County Schools pursuant to a J-1 visa.
2. No exchange visitor may be enrolled or otherwise accepted by a local school without the prior approval of the Superintendent's office. All such requests for enrollment must be forwarded to the Superintendent's office prior to enrollment. Such requests should be made as far in advance as possible.
3. No more than three (3) exchange visitors shall be permitted to enroll in Calhoun County Schools during any given school year. In the event more than three student exchange visitors seek to enroll within a school year, consideration and approval will be on a first-come, first-served basis.
4. No exchange visitor will be permitted to enroll in any school other than the school within the attendance zone in which the student's host family resides.
5. The Board strongly encourages sponsors to obtain approval prior to permitting exchange visitors to travel to the home of a host family within the school district, as there will be no guarantee of enrollment without prior approval from the Superintendent's office.
6. Student exchange visitors who refuse or fail to comply with Board policies regarding academics or discipline are subject to removal from the school roll.

Adopted: 07/26/07

4.31

## **ADVANCED PLACEMENT**

The Advanced Placement (AP) Program offers students who meet all pre-requisite requirements an opportunity to take college-level courses as part of their regular high school curriculum. Each AP course concludes with the opportunity to take a college-level AP exam which, based on exam results, may result in awarding of college credit. This exam is administered in accordance with the guidelines of The College Board. Students electing to participate in the AP exam are responsible for payment of the exam fee.

Adopted: 07/28/2011

4.32

## **SAFETY IN CAREER AND TECHNICAL EDUCATION PROGRAMS**

Classroom/shop safety is an integral part of every career-specific course of study. Career and technical instructional units delineate specific objectives, materials and resources to be used, and evaluation and assessment instruments to be used. Every student in a career and technical class/shop must pass, in accordance with state standards, a safety assessment that addresses the unique needs of that program, including specific safety assessments for equipment utilized in the program.

Shop safety is everyone's responsibility and any perceived unsafe conditions or actions should be reported to the teacher or director. Safety violations or refusal by a student to comply with class / shop safety guidelines may result in dismissal from the career-specific program.

## **LIVE WORK POLICY FOR CAREER TECHNICAL PROGRAMS**

Live work includes service, repair, or production, and may be assigned by an instructor as part of a student's career training program. Live work may be conducted when the career technical curriculum is in alignment with such projects for acquisition of occupational skills leading to employment.

All live work performed must be approved by the director or his/her representative. The director will be responsible for the determination and collection of all charges and maintenance of appropriate records and shall establish procedures for work orders.

The scope and extent of each project will be well-defined and documented. Live work may be performed for:

1. Students enrolled in a career technical program.
2. Tax supported programs and institutions.
3. Charitable organizations which are supported by donations.
4. Qualifying individuals and organizations.

Live work shall not be performed in competition with private enterprise.

The charge for live work will be as follows:

1. A flat rate for services will be charged from a schedule established by the Career Tech director.
2. Materials, supplies, and parts will be charged at cost plus 30%.
3. All live work projects must be completed and fees collected before the end of each school year in which work order was obtained.

### **School Liability Disclaimer**

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

1. Bear all actual cost of materials and parts involved.
2. Pay a service charge according to the schedule as prescribed by the section on service charges.
3. Understand that the work is being done by student trainees who are not skilled craftsmen, but who are supervised by an instructor.
4. Agree not to hold the Calhoun County Board of Education, the Career Technical Programs or associated personnel responsible for any loss or damage of articles on which work is being completed.
5. Understand that there is no guarantee on parts or workmanship.
6. Understand that all live work projects are to be completed and fees collected before the end of each school year.
7. Sign a work order agreeing to the above conditions and specifying the work to be performed.

### **Restrictions on Live Work**

To avoid competition with private enterprise live work is restricted as follows:

1. Live work will be done only when it is essential for training and necessary for the acquisition of occupational skills leading to employment.

2. No person regardless of his/her connections shall use Career Technical programs for personal gain or profit.
3. No live work applicant can supply materials or parts unless approved by the Director.
4. All receipts must be attached to the work order when it is submitted.

Adopted: 10/27/2011

4.34

## **COOPERATIVE EDUCATION/WORK-BASED LEARNING POLICY**

### **Purpose/Objective**

The purpose of cooperative education is to provide paid work-based experience in an occupational setting that typically cannot be obtained in the classroom. Participating students will develop skills in employability, ethics, personal finance, leadership, teamwork, and technical foundations in preparation for future employment or continuing education.

The Calhoun County Cooperative Education Program will remain in compliance with the Alabama Work-Based Learning Manual. The Cooperative Education Program is to maintain documentation that parents and students have been provided the following regulations and policies:

### **Calhoun County Work-Based Learning/Cooperative Education**

#### **School Regulations/Policies**

1. Student acknowledges that the primary purpose of work-based learning is educational and agrees to abide by policies of the Work-Based Learning (WBL) / Cooperative Education program and decisions of the Workforce Development / Cooperative Education Coordinator, including those regarding the specific job.
2. Student acknowledges that the school, through the Workforce Development / Cooperative Education Coordinator, is acting as an intermediary between employer and student and that the Workforce Development / Cooperative Education Coordinator has a legitimate right to know and a significant role in determining the outcome of any employment issues including placement, termination, scheduling, assignments, and all other aspects of employment.
3. Work-based Learning students who fail to perform satisfactorily in all subject areas during any grading period may be placed on probation. A student who fails to improve may be asked to resign from his/her job.
4. A student suspended from school is not allowed to attend their WBL placement during the suspension. On the second offense he/she may be dropped from the WBL / Cooperative Education program with a loss of all credit.
5. A student must comply with the attendance policies to participate in the program. Excessive absences will not be tolerated.
6. A student losing his/her WBL placement due to any action deemed unacceptable by the school and teacher/coordinator will be dropped from the program with a loss of all credit.
7. A student whose job is terminated for any reason is to report to the teacher-coordinator immediately. Failure to do so may result in probation and/or being dropped from the program.
8. A student not attending regular school classes and/or the Cooperative Education class cannot work at the training station on the day(s) he/she is absent.
9. In case of absence, the student is required to call the teacher-coordinator and his/her employer before class or working period.
10. Personal business handled at the workplace is prohibited.



11. Friends or family are not to visit the student at the work-based learning placement.
12. A student is to be on time at school as well as at the work-based learning placement.
13. Parents should understand the student's responsibility to the training station and not interfere with the performance of his/her duties.
14. Business rules for dress and personal hygiene will be observed.
15. Since training is the primary objective, a student is expected to remain with the training station to which he/she is assigned. Students may resign or change jobs only with the express written permission of the teacher-coordinator and following business practices for resignation. A student changing a job without written permission is subject to being dropped from Cooperative Education.
16. The student organization is an integral part of a student's Career/Technical Education program. Therefore, all students are expected to participate in and actively support the Career/Technical Education student organization that relates to their career objectives.
17. Students are placed on the job to train and are under the supervisions of both the teacher-coordinator and business supervisor / mentor where they are employed.
18. Students must abide by all school rules and regulations for other students and consider themselves under the jurisdiction of the school while in the training station.
19. Any unresolved conflict that arises at work will require a meeting with the Employer and the Coop Coordinator. The student may also be called in to the meeting if the employer or coordinator believes it is necessary. If the employer requests such a meeting due to the employee's behavior, abilities, work ethic or attendance, the teacher will work with the employer and the student to resolve the problem. If the teacher, the employer, and the student cannot resolve the situation the student will be removed from the coop program.
20. Reliable transportation is a must. Transportation to and from the work site is the responsibility of the student/parent/guardian. Transportation problems do not justify absence from work.
21. Students will leave the campus immediately following the last scheduled class. If for any reason a student needs to remain on campus, permission must be obtained from the teacher-coordinator.
22. The student will pay all normal fees and charges necessary to pay for class activities, such as club dues, conferences, field trips, training materials etc. Class fee includes associated club fees.
23. The student understands that they must work a minimum of 15 hours per week. Students will provide pay stubs as proof of hours worked. Student will also keep accurate up-to-date time cards weekly.
24. Students must sign out at their home school when they leave each day. Failure to sign out will be considered skipping.
25. The Work Keys Assessment is a required part of the Cooperative Education Curricula and will be given at the end of the school year.
26. Students are required to meet the Co-op Coordinator one hour a week and may be charged with skipping for unauthorized absences.

Adopted: 10/27/2011

# CHAPTER FIVE

## STUDENTS

- 5.01 EQUAL EDUCATION OPPORTUNITY STATEMENT
- 5.02 ADMISSION AND ATTENDANCE ELIGIBILITY
- 5.03 NONDISCRIMINATION BECAUSE OF SEX
- 5.04 SEXUAL DISCRIMINATION AND HARASSMENT POLICY
- 5.04.01 RACIAL HARASSMENT POLICY
- 5.04.02 POLICY FOR PREVENTION OF STUDENT HARASSMENT
- 5.05 COMPLAINT / GRIEVANCE PROCEDURE
- 5.06 STUDENT RIGHTS AND RESPONSIBILITIES
- 5.07 ATTENDANCE POLICY
- 5.08 TARDY POLICY
- 5.09 CHECK-OUT / CHECK-IN POLICY
- 5.10 SEARCH AND SEIZURE POLICY
- 5.11 STUDENT VEHICLES
- 5.12 PERIODIC DRUG INSPECTIONS BY LAW ENFORCEMENT
- 5.13 COMPREHENSIVE POLICY FOR GUN-FREE SCHOOLS
- 5.14 PROHIBITION OF TOBACCO
- 5.15 NO-FIGHT POLICY
- 5.16 BOARD DISCIPLINARY JURISDICTION
- 5.17 GROOMING AND DRESS CODE
- 5.18 CODE OF STUDENT CONDUCT
- 5.19 DISCIPLINARY DUE PROCESS
- 5.20 DISCIPLINARY MEASURES FOR STUDENTS WITH DISABILITIES
- 5.21 STUDENT RECORDS
- 5.22 PROCESS FOR IDENTIFYING & ACCOMMODATING § 504 STUDENTS
- 5.23 POLICY FOR LIMITED ENGLISH PROFICIENT STUDENTS
- 5.24 STUDENT GOVERNMENT
- 5.25 COMMUNITY ACTIVITIES BY STUDENTS
- 5.26 STUDENT SOCIAL EVENTS
- 5.27 STUDENT PUBLICATIONS
- 5.28 STUDENT SOLICITATIONS
- 5.29 CONTESTS FOR STUDENTS
- 5.30 STUDENT GIFTS
- 5.31 CHEERLEADER CONSTITUTION
- 5.32 BAND AUXILIARY UNITS
- 5.33 WITHDRAWAL FROM SCHOOL
- 5.34 CELL PHONE POLICY
- 5.35 STUDENT TRANSFER REQUESTS
- 5.36 VERIFICATION OF RESIDENCY
- 5.37 SECLUSION AND RESTRAINT

## EQUAL EDUCATION OPPORTUNITY STATEMENT

It shall be the policy of the Calhoun County Board of Education that all students, without regard to status (e.g., homeless, limited English proficient, migrant, etc.), will be provided a free and appropriate public education, including equal and appropriate educational opportunities and support services, to enable them to achieve state and local content and achievement standards. Pursuant to such policy, no student shall be improperly excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity on the basis of gender, race, religion, belief, national origin, ethnic group, disability, or other protected status.

Adopted: 4/19/83

Revised: 11/29/95; 08/23/01

5.02

## ADMISSION AND ATTENDANCE ELIGIBILITY

### Admission

Admission to Calhoun County Schools shall be determined on an individual basis upon application of the custodial parent or legal guardian having residence within the Calhoun County School District. Resident students are those who reside with a custodial parent or legal guardian inside the territory served by Calhoun County Schools. Based upon such residency, students will be assigned to the appropriate local school within the Calhoun County School District in accordance with established attendance zone lines and applicable court orders.

This policy shall be strictly construed. Calhoun County Board of Education reserves the right to require suitable proof or verification of bona fide residency within the school district.

Exceptions:

1. A Student whose parent or legal guardian is employed by the Calhoun County Board of Education, but with residence outside the Calhoun County School District shall be permitted to attend school within the school system upon approval of and in accordance with guidelines established by the Superintendent.
2. If a student is determined to be homeless as defined by the McKinney Homeless Assistance Act, enrollment shall not be denied or delayed based upon residency requirements, guardianship/custody requirements, or lack of proof regarding such requirements.
3. Other exceptions to the stated residency requirements, including any exception based upon temporary delegation of parental authority, may be made only with special permission of the Superintendent or his designee pursuant to a written request fully documenting the emergency situation or extenuating circumstances justifying the exception.

Parents residing in other school districts will not be permitted to circumvent residency requirements and attendance zone lines by executing temporary powers of attorney delegating parental authority to relatives or other persons within the Calhoun County School District. Powers of attorney under Section 26-1A-7 of the Code of Alabama are temporary in nature and will require documentation of the type(s) of circumstances contemplated by the legislature (as set forth in the legislative comment thereto) and verification that the student resides with the person to whom authority has been delegated.

Such exceptions, when justified, shall be granted only for such durations of time as are appropriate under the circumstances, normally not to exceed one year.

### Attendance Eligibility

All children in the County School System between the ages of seven and seventeen years shall be required to attend school the entire length of the school term in every scholastic year. Resident children who are five (5) years old on or before September 2, shall be entitled to admission to the schools in Calhoun County for that school year.

Each child entering kindergarten or first grade for the first time must present some type of age verification at the time of registration. Also, a certificate of immunization or certificate of exemption form is required. Assistance will be provided to students in need of a valid certificate.

Students who are deemed homeless shall be enrolled in accordance with the provisions of the McKinney Homeless Assistance Act, 42 USC § 11431, *et seq.* Enrollment of a student shall not be denied or delayed due to any reason related to homelessness. Limited English Proficient Students shall be enrolled in accordance with board policy and procedural guidelines established for this specific population. Procedures to assist students in such special populations may include the assigning of an alternate student number for students without a social security number, assistance obtaining health records, assistance obtaining school records, and similar efforts to remove barriers to enrollment in accordance with applicable laws.

Adopted: 03/28/78

Revised: 01/31/84, 03/22/90, 10/23/97; 08/23/01; 11/14/13; 06/30/14

5.03

### **NON-DISCRIMINATION BECAUSE OF SEX**

The Calhoun County Board of Education hereby establishes this policy to fully and completely implement the provisions of Title IX of the 1972 Education Amendments and the regulations promulgated pursuant thereto by the Secretary of H.E.W. and approved by the President on May 27, 1975.

The Calhoun County Board of Education does hereby specifically and directly prohibit discrimination against any person, on the basis of sex, under any of its educational programs or activities. To carry out this policy the Calhoun County Board of Education hereby authorizes the Superintendent to appoint a Title IX Compliance Officer, and it shall be the duty of the Compliance Officer to coordinate the efforts of the County Board to comply with and carry out its responsibilities under title IX, including any investigation of any complaint made to the County Board alleging its non-compliance with Title IX or alleging any actions which would be prohibited by Title IX.

The Compliance Officer shall formulate and propose to the County Board for its adoption and publication a grievance procedure providing for prompt and equitable resolution of student and employee complaints alleging any action prohibited by Title IX. Also, the Compliance Officer shall implement specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary schools and employees, that the Calhoun County Board of Education does not discriminate on the basis of sex in the educational programs and activities which it operates, and furthermore, that it is required by Title IX and the regulations promulgated pursuant thereto not to discriminate in such manner. The notification shall contain such information, and be made in such manner, as is necessary to apprise such persons of the protections against

discrimination assured them by Title IX, but shall state at least that the requirements not to discriminate in education programs and activities extends to employment with the County Board and to admission to its Career Technical Center and that inquires concerning the application of Title IX and the regulations thereunder should be referred to the Title IX Compliance Officer or to the Director, Officer for Civil Rights, Department of H.E.W., Washington, D.C. 20201.

The initial notification required by the preceding paragraph shall be made prior to October 18, 1975, and shall include publication in local newspapers, newspapers operated by student groups, and memorandum or other written communications distributed to every student and employee.

Also a statement of the County Board's sexual non-discrimination policy shall be prominently included in each announcement, bulletin, or application form which is used in connection with recruitment of vocational students or school employees.

The Calhoun County Board of Education shall prior to July 21, 1976, and pursuant to the requirements of the Title IX regulations:

- (a) Evaluate, in terms of the requirements of Title IX, its current policies and practices and the effects thereof concerning admission of students, treatment of students, and the employment of both academic and non-academic personnel working in connection with the Board" educational programs and activities.
- (b) Modify any of these policies and practices, which do not or may not meet the requirements of Title IX.
- (c) Take necessary remedial steps to eliminate the effects of any discrimination, which result or may have resulted from adherence to these policies and practices.

The Title IX Compliance Officer shall be charged with the responsibility for coordinating the self-evaluation study required above, and the County Board shall maintain for at least three years following completion of the required self-evaluation a description of any modifications made pursuant to subparagraph (b) above and of any remedial steps taken pursuant to subparagraph (c) above.

Adopted: 03/23/78

5.04

## **SEXUAL DISCRIMINATION AND HARASSMENT POLICY**

### **Prohibition against Sexual Discrimination**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in federally assisted education programs. Similarly, Title VII of the Civil Rights Act of 1964 protects employees against various types of prohibited employment discrimination, including discrimination on the basis of sex. Pursuant to these and other applicable laws, the Calhoun County Board of Education prohibits all forms of impermissible gender-based discrimination.

### **Prohibition against Sexual Harassment**

As a form of unlawful sex discrimination under Title IX and Title VII, sexual harassment, as defined by law and Board policy, will not be tolerated in the Calhoun County Schools. This policy prohibits all forms of sexual harassment within the school system, including employee-to-employee, employee-to-student, and student-to-student harassment. Students, employees, and others who believe they have

experienced or have witnessed sexual harassment are encouraged to report such conduct and to pursue resolution through the formal and informal complaint procedures approved by the Board. No adverse action will be taken against any employee or student for making a good faith report of sexual harassment. Following investigation, any employee or student found to have engaged in prohibited sexual harassment will be subject to disciplinary sanctions (up to and including suspension, expulsion, and termination) and the Board will implement any additional corrective or remedial measures deemed appropriate under the circumstances.

### **Definition of Sexual Harassment**

- A. Sexual harassment consists of unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:
1. Submission to such conduct is made a term or condition (either explicitly or implicitly) of employment or of a student's participation in school programs or activities;
  2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment, educational opportunity, or other benefit; or
  3. Such unwelcome sexual conduct is so severe, persistent, or pervasive that it unreasonably limits or interferes with an individual's work performance or educational opportunity, or creates a hostile or abusive work or educational environment. *Please note that by definition a sexually hostile environment does not generally result from isolated incidents unless extremely severe in nature. For example, a sexual joke, even if offensive to the individual to whom it was told, will not by itself create a sexually hostile environment; however a sexual assault or other severe incident of a similar nature can create a hostile environment.*
- B. Sexual conduct can take a variety of forms ranging from subtle innuendoes to physical sexual assault. The following are examples of sexual conduct that may constitute sexual harassment if one of the conditions of paragraph A is met.
1. Verbal harassment or abuse of a sexual nature, including sexually graphic comments, sexual jokes, gender-based slurs, the display of sexually explicit objects or pictures;
  2. Unwelcome sexual advances or solicitation of sexual activity;
  3. Sexual gestures or physical movements related to sex;
  4. Inappropriate touching of a sexual nature;
  5. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to an individual's employment or educational status.

### **Procedures for Reporting Sexual Harassment**

The following procedures are intended to provide an effective means of enforcing the strict prohibition against sexual harassment and to facilitate reporting, processing, and resolution of sexual harassment complaints. Accordingly, they may be flexibly applied as appropriate to serve their intended purposes, and are not intended to limit the right or authority of the Board to address or respond to complaints of sexual harassment or related misconduct.

#### **Student Complaints**

Any student who believes that he or she has been or is being subjected to any form of sexual harassment or has knowledge of sexual harassment involving other students should promptly report the matter to a teacher, counselor, or school administrator, who, in turn should apprise the Compliance Officer of the reported incident. A student may choose to make his or her report to a person of the same sex as the student. Complaints may be brought on a student's

behalf by a parent, guardian, counselor, or other school official. Under no circumstances shall a student be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment.

Some cases are most appropriately resolved by investigation and disposition at the local school in accordance with applicable disciplinary guidelines. In such cases, the principal may investigate and attempt to resolve the matter without more formal procedures. If the complaint is not resolved to the satisfaction of the student or other complaining party, the student or his representative may initiate a formal complaint under the Complaint / Grievance Procedure approved by the Board of Education.

### **Employee Complaints**

Any employee who believes that he or she has been or is being subjected to any form of sexual harassment should promptly report the matter to his or her supervisor, who, in turn should apprise the Compliance Officer of the reported incident. An employee may choose to make his or her report to a supervisor of the same sex as the employee. An employee may also choose to report any incident directly to the Compliance Officer or to other Central Office official. Under no circumstances shall an employee be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment.

Some cases are most appropriately resolved by investigation and disposition at the local school or department level. In such cases, the principal / supervisor may investigate and attempt to resolve the matter without the need for more formal procedures; however the supervisor should inform the Compliance Officer when an informal complaint is submitted. If the complaint is not resolved to the satisfaction of the complaining employee, the employee may initiate a formal complaint under the Complaint / Grievance Procedure approved by the Board of Education.

### **Confidentiality**

The right of confidentiality, for both the complaining party and the accused, will be respected to the extent practical, consistent with the school system's legal obligations and with the necessity to investigate allegations and to take corrective action when such conduct has occurred. Complete confidentiality cannot be guaranteed.

### **Penalties for Violation**

- A. Students. Any student who sexually harasses another student or person in violation of Board policy will be subject to punishment in accordance with the Code of Student Conduct. Any such discipline will be implemented consistent with due process requirements.
- B. Employees. Any employee who sexually harasses a student, employee, or other person in violation of Board policy will be subject to appropriate disciplinary action up to and including termination. Any such disciplinary action will be implemented consistent with applicable law and due process requirements.

### **Retaliation Prohibited**

Any form of retaliation or adverse action taken in response to a good faith report of sexual harassment is expressly prohibited.

### **Providing False Information**

Any student or employee who falsely and in bad faith accuses another of sexual harassment or who otherwise knowingly provides false information regarding sexual harassment may be subject to appropriate disciplinary action.

## Notification

Notice of this policy will be disseminated to all schools and departments of the Calhoun County School System and will be incorporated into teacher and student handbooks. Orientation on this policy shall be conducted for teachers and students in all schools on an annual basis.

## Compliance Officer

The Compliance Officer may be reached at the following address / telephone number:  
Ms. Holly Box, Calhoun County Board of Education, 4400 McClellan Boulevard, Anniston, AL 36201.  
(256) 741-7400.

Adopted: 08/25/94

**CROSS REFERENCE: PERSONNEL 6.03**

Revised: 06/03/97; 03/16/06; 06/30/14

5.04.01

## RACIAL HARASSMENT POLICY

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in any program or activity that receives Federal financial assistance from the Department of Education. Under Title VI, school officials have an obligation to address discriminatory conduct, including racial harassment.

### Prohibition Against Racial Harassment

The Calhoun County School District is committed to maintaining a learning environment free from racial discrimination and harassment. All forms of racial discrimination and harassment are prohibited within the Calhoun County Schools.

### Definition of Racial Harassment

For purposes of this policy, racial harassment of a student consists of verbal, written, or physical conduct relating to an individual's color or race when:

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

In determining whether alleged conduct constitutes a violation of this policy, consideration should be given to the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation requires a determination based on all of the facts and circumstances.

*NOTE: Examples of behaviors that may result in a hostile environment when racially motivated (and **when one or more of the above conditions is met**) include: intimidation or threats of physical violence; physical acts of aggression or assault; demeaning comments, racial jokes or slurs, or other derogatory remarks of a racial nature; or written or visual displays (drawings, graffiti, etc.) expressing racially derogatory sentiments.*

## Procedures for Reporting Racial Harassment Against a Student



The following procedures are intended to provide an effective means of enforcing the strict prohibition against racial harassment and to facilitate reporting, processing, and resolution of racial harassment complaints. Accordingly, they may be flexibly applied as appropriate to serve their intended purposes, and are not intended to limit the right or authority of the Board to address or respond to complaints of racial harassment or related misconduct.

Any student who believes that he or she has been or is being subjected to any form of racial harassment or has knowledge of racial harassment involving other students should promptly report the matter to a teacher, counselor, or school administrator, who, in turn should apprise the Compliance Officer of the reported incident. Complaints may be brought on a student's behalf by a parent, guardian, counselor, or other school official. Under no circumstances shall a student be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment.

Some cases are most appropriately resolved by investigation and disposition at the local school in accordance with applicable disciplinary guidelines. In such cases, the principal may investigate and attempt to resolve the matter without more formal procedures. If the complaint is not resolved to the satisfaction of the student or other complaining party, the student or his representative may initiate a formal complaint under the Complaint / Grievance Procedure approved by the Board of Education.

### **Confidentiality**

The right of confidentiality, for both the complaining party and the accused, will be respected to the extent practical, consistent with the school system's legal obligations and with the necessity to investigate allegations and to take corrective action when such conduct has occurred. Complete confidentiality cannot be guaranteed.

### **Penalties for Violation**

A. Students. Any student who racially harasses another student or person in violation of Board policy will be subject to punishment in accordance with the Code of Student Conduct. Any such discipline will be implemented consistent with due process requirements.

B. Employees. Any employee who racially harasses a student, employee, or other person in violation of Board policy will be subject to appropriate disciplinary action up to and including termination. Any such disciplinary action will be implemented consistent with applicable law and due process requirements.

### **Retaliation Prohibited**

Any form of retaliation or adverse action taken in response to a good faith report of racial harassment is expressly prohibited.

### **Providing False Information**

Any student who falsely and in bad faith accuses another of racial harassment or who otherwise knowingly provides false information regarding racial harassment may be subject to appropriate disciplinary action.

### **Notification**

Notice of this policy will be disseminated to all schools and departments of the Calhoun County School System and will be incorporated into teacher and student handbooks. Orientation on this policy shall be conducted for teachers and students in all schools on an annual basis.

### **Compliance Officer**

The Compliance Officer may be reached at the following address / telephone number:

Adopted: 07/26/07; 06/30/14

5.04.02

## **POLICY FOR PREVENTION OF STUDENT HARASSMENT**

This policy is adopted pursuant to Alabama's Student Harassment Prevention Act (Act No. 2009-571) and is patterned after the model anti-harassment policy developed by the State Department of Education pursuant to that legislation. It is not intended to supersede or replace existing Board policies prohibiting sexual harassment, racial harassment or other prohibited conduct and such policies and procedures remain in full force and effect

### **Section 1. Harassment, Violence, and Threats of Violence Prohibited**

No student in the Calhoun County School System shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions as specified in the Code of Student Conduct.

### **Section 2. Definitions**

- a. The term "harassment" as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at school sponsored functions, including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3.b. below. A pattern of behavior may constitute harassment if it does any of the following:
  - Places a student in reasonable fear of harm to student's person or damage to student's property
  - Has the effect of substantially interfering with the educational performance, opportunities, or benefits of a student
  - Has the effect of substantially disrupting or interfering with orderly operation of the school
  - Has the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function
  - Has the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- b. The term "violence" as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- c. The term "threat of violence" as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- d. The term "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which student is or would be eligible.
- e. The term "student" as used in this policy means a student who is enrolled in the Calhoun County School System.

### **Section 3. Description of Behavior Expected of Students**

- a. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are required to: (1) comply with the requirements of law, policy, regulations, and rules prohibiting harassment, violence, or intimidation; (2) refrain from inflicting or

threatening to inflict violence, injury or damage to the person or property of another student; and (3) 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 subjected to disciplinary consequences and sanctions under this policy if the perpetrator is found to have based such prohibited action on one or more of the following personal characteristics of the victim of such conduct:
- The student's race;
  - The student's sex / gender;
  - The student's religion;
  - The student's national origin; or
  - The student's disability.

#### **Section 4. Consequences for Violations**

The series of graduated consequences for violation of this policy will be those outlined in the Code of Student Conduct.

#### **Section 5. Reporting, Investigation, and Complaint Resolution Procedures**

- a. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal's and/or school 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 principal's designee by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- b. Upon receipt of the complaint, the principal or designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or designee determines that the complaint alleges a serious violation, he or she 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 or implemented by the principal or the school system.
- c. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any appropriate sanction, penalty, or consequence available to school officials under the Code of Student Conduct. Likewise, a student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- d. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported through this process, the principal or principal's designee will inform the student's parent or guardian of the report.

#### **Section 6. Promulgation of Policy and Related Procedures, Rules, and Forms**

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and guardians, and school officials by such means and methods as are customarily used for such purposes, including publication on the school system's website.



informal conference, and not more than twenty (20) calendar days from the occurrence or conduct that originally gave rise to the complaint.

***Special Guidelines for Level One Sexual Harassment Complaints:***

***Students.*** A student making a sexual harassment complaint under this procedure may report the matter to a teacher, counselor, or school administrator, who, in turn should apprise the Compliance Officer of the reported incident. The student may choose to make the report to a person of the same sex as the student. Complaints may be brought on a student's behalf by a parent, guardian, counselor, or other school official. Under no circumstances shall a student be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment.

***Employees.*** An employee making a sexual harassment complaint may report the matter to his or her supervisor, who, in turn should apprise the Compliance Officer of the reported incident. An employee may choose to make the report to a supervisor of the same sex as the employee or directly to the Compliance Officer or other Central Office official. Under no circumstances shall an employee be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment. **(See also SEXUAL DISCRIMINATION AND HARASSMENT POLICY.)**

**Level Two (Formal Procedures)**

If the complaint is not successfully resolved as a result of the conference between the complaining party and the supervisor / principal, then the complainant shall submit his or her grievance / complaint in writing to the supervisor / principal within five (5) calendar days of the conference (and within twenty (20) calendar days of the original occurrence). The signed, written complaint should contain the following information:

1. A complete description / explanation of the grievance or complaint, including the date(s) of the incident or act on which complaint is based, the names of students, employees, supervisors, or administrators responsible for or involved in the incident, the identity of any witnesses, and all other facts supporting the complaint;
2. The specific remedy or corrective action sought by the complaining party;
3. A statement describing efforts to resolve the complaint informally or explaining the reasons such efforts were not pursued;
4. Copies of any relevant documents or evidentiary materials in the possession of the complaining party.

Upon review of the written submission and factual information, including such investigation as he or she deems appropriate, the supervisor / principal shall transmit a written decision to the aggrieved within ten (10) calendar days of receipt of the written grievance. If a grievance is pursued beyond this level, written records should be forwarded to the next level of procedure by the aggrieved.

**Level Three**

If the aggrieved is not satisfied with the disposition of the grievance at Level Two, he or she may appeal the decision to the Superintendent or his/her appropriate designee (i.e., Compliance Officer) within five (5) calendar days of the receipt of the Level Two decision.

The Superintendent or Superintendent's designee will review the written submission and documentation of prior proceedings and will initiate an investigation, which may include witness interviews, review of written statements, administrative conference or hearing, or other action deemed appropriate and necessary to reach a just disposition of the grievance. Upon completion of the investigation, the Superintendent or designee shall prepare a written decision that shall be mailed or

transmitted to the complaining party within twenty (20) calendar days of the date on which the complaint was submitted to the Superintendent (except in case of extenuating circumstances).

#### **Level Four**

A grievant who is dissatisfied with the decision of the Superintendent (or the Superintendent's designee) may appeal the decision to the Board of Education by filing a written notice of appeal with the Superintendent within five (5) calendar days of the date of notification of the Superintendent's decision. Upon receiving the notice of appeal, the Superintendent shall forward to the Board the complete record of prior proceedings, including the written grievance, the Superintendent's decision letter, the notice of appeal, and all written documentation and evidence filed, submitted, or considered at any stage of the grievance process. At the next scheduled Board Meeting, or as soon as practicable, following the Superintendent's receipt of the notice of appeal, the grievance appeal shall be placed on the Board Meeting agenda for consideration.

Upon consideration of the grievance appeal and record, the Board may, by majority vote:

1. Affirm the decision of the Superintendent;
2. Modify the decision of the Superintendent;
3. Defer final action until an evidentiary hearing is held on the grievance.
- 4.

The decision of the Superintendent shall be final unless an action reversing or modifying the decision is approved by majority vote of the Board. If a hearing by the Board is approved, the hearing shall be set as soon as is practicable and written notice of the hearing date shall be provided to the grievant. The parties may be represented by legal counsel or other representative of their choosing and shall have the opportunity to present evidence in support of his or her position. The Board shall render a decision and shall provide written notification of the decision within ten (10) calendar days of the close of the hearing. The Board shall seek to preserve the confidentiality of such proceedings consistent with the requirements of FERPA, the Alabama Open Meetings Act, and other applicable law.

Adopted: 08/25/94

**CROSS REFERENCE: PERSONNEL 6.02**

Revised: 06/03/97; 03/16/06; 06/30/14

5.06

#### **STUDENT RESPONSIBILITIES AND RIGHTS--For inclusion in Student Handbook**

Individual student rights involve responsibilities, which must be viewed in relation to the health, safety, and welfare of the majority of students within each school. The principal will assume administrative responsibility and provide instructional leadership under the supervision of the Superintendent and in accordance with policies of the Board of Education. The faculty and staff will assist in the orderly operation of the school and assure the rights of students.

**Student rights and responsibilities in various areas related to the school experience are discussed more fully below:**

##### **Attendance**

School administrators have an obligation under Alabama State Law to enforce compulsory school attendance laws. According to Calhoun County Board of Education Policy all students are encouraged to attend school on a regular basis.

##### **Student Responsibilities**

To take advantage of their educational opportunity by attending all classes daily and on time.

To provide the school with a written explanation and appropriate documentation indicating the reason(s) for an absence.

To request make-up assignments from teachers within 3 days upon return to school from an excused absence and to complete this work within a reasonable amount of time as determined by the teacher and/or school administrator.

### Student Rights

To be informed of Board of Education policies and individual school rules regarding absenteeism and tardiness.

To receive a verbal explanation concerning the status of an absence.

To make up class work in accordance with Board policy when there is an excused absence.

### **Guidance and Counseling**

Schools have the responsibility to provide guidance and counseling services and to make relevant information available to students in the areas of personal-social, academic, and career development.

### Student Responsibilities

To use counseling for educational and personal improvement.

To schedule counseling appointments unless the problem or concern is an emergency.

### Student Rights

To be informed of the nature of the counseling available.

To receive individual and group counseling.

### **Curriculum**

The degree of student involvement in curriculum planning is a function of age, grade, maturity, and sophistication. Student opinion regarding curriculum offerings is important and therefore deserves careful analysis and consideration.

### Student Responsibilities

To request participation in academic programs and extracurricular activities that are commensurate with his/her interests and capabilities.

To seek counseling in course selections from informed persons.

To contribute to an atmosphere conducive to learning.

To exert every effort to achieve mastery of the basic skills in academic and/or extracurricular activities.

### Student Rights

To have an equal opportunity to participate in academic programs and extracurricular activities.

To receive guidance regarding appropriate course selections.

To receive instruction under competent instructors in an atmosphere conducive to learning.

To participate in the acquisition of the appropriate basic skills.

### **Free Speech / Expression**

Citizens in our democracy are guaranteed self-expression under the first and fourteenth amendments of the United States Constitution; therefore, in our democratic society, one of the basic purposes of education is to prepare students for responsible self-expression. Student rights in the school setting, however, must be balanced against the school's legitimate interest in maintaining a safe and orderly environment, requiring socially appropriate behavior, and ensuring that all students are protected from threats, harassment and similar harm.

#### **Student Responsibilities**

To respect the rights of all individuals to express disagreement in a manner which does not infringe upon the rights of others and does not interfere with the orderly educational process.

To act in a manner which promotes dignity in the observance of patriotic activities.

To respect the religious beliefs of others.

To refrain from lewd, vulgar, threatening, harassing, or other inappropriate expression.

#### **Student Rights**

To express viewpoints through speaking and writing in a manner which does not disrupt the school environment, infringe upon the rights of others, or endanger the health or welfare of others.

To have the opportunity to participate in the observance of patriotic activities.

To refrain from any activity which violates the precepts of his/her religion.

### **Grading Procedure**

An academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Academic grades shall not be used as a means of maintaining order in the classroom, nor shall student behavior be included in calculating academic grades.

#### **Student Responsibilities**

To be informed of the grading criteria and the Promotion and Retention Policy.

To maintain a level of academic performance commensurate with his/her capability, and to make every effort to improve performance upon notification of unsatisfactory progress.

#### **Student Rights**

To receive the grading criteria and any necessary explanation about the Promotion and Retention Policy from each teacher at the beginning of the course.

To receive notification of failure or potential failure when it is apparent that unsatisfactory work is being performed.

### **Privacy and Property Rights**

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and



must be balanced by the school's responsibility to protect the health, safety, and welfare of all students. **Students are advised that law enforcement agencies make periodic, unannounced visits to local schools for the purpose of detecting the presence of illegal drugs.**

As noted below, the **Protection of Pupil Rights Amendment (PPRA)** also affords certain rights regarding the conduct of surveys, collection and use of information, and certain physical exams.

### Student Responsibilities

To refrain from bringing materials or objects prohibited by law or Board of Education policy to school or to school sponsored activities.

To respect public and personal property rights.

### Student Rights

To maintain privacy of personal possessions unless appropriate school personnel has reasonable cause to believe a student possesses any object or material which is prohibited by law or Board of Education policy.

To attend schools where public and personal property rights are respected.

### Rights of Students and Parents

The **Protection of Pupil Rights Amendment (PPRA)** affords parents and students who are 18 or emancipated minors (eligible students) certain rights regarding surveys, collection and used of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to participate in a survey funded by the U. S. Department of Education, if the survey concerns one or more of the following areas of “protected information”:
  1. Political affiliations or beliefs of student or parent
  2. Mental or psychological problems of student or parent
  3. Sex behavior or attitudes
  4. Illegal, anti-social, self-incriminating, or demeaning behavior
  5. Critical appraisals of others with close family relationships
  6. Legally recognized “privileged” relationships (lawyer, doctor, minister, etc.)
  7. Religious practices, affiliations, or beliefs of student or parent
  8. Income, other than as required by law for program eligibility
- **Receive notice and opportunity to opt out of:**
  1. Any other protected information survey, regardless of funding
  2. Any non-emergency invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, AND not necessary to protect the immediate health and safety of a student (except hearing, vision, or scoliosis screening or other exam permitted or required by state law)
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- **Inspect** upon request and before administration:
  1. Protected information surveys of students
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purpose
  3. Instructional material used as part of the educational curriculum

Our district will develop policies regarding these rights and procedures to protect student privacy in the administration of protected surveys and in the collection, disclosure or use of personal information for marketing, sales or other distribution purpose. We will notify parents of these policies at least

annually at the start of each school year and after any substantive change. We will also directly notify parents and eligible students at least annually of the specific or approximate dates of the following activities and provide an opportunity to “opt out” of participation: collection, disclosure or use of personal information for marketing, sales, or distribution; administration of any protected information survey not funded by the US Dept. of Ed.

### **Special Education**

It is the responsibility of the Board of Education to provide appropriate educational services to all students.

#### **Student Responsibilities**

To participate in special educational programs designed to meet identified needs.

#### **Student Rights**

To be informed of his/her rights related to special educational services.

To receive free, appropriate education and special educational services based on identified needs.

### **Student Records**

A cumulative record file for each student contains relevant and accurate information needed for making appropriate educational decisions. These records shall be treated confidentially and professionally.

#### **Responsibilities of Students and Parents**

To provide the school with data that may be useful in making appropriate educational decisions.

To authorize release of pertinent information to individuals or agencies working for the benefit of the student, as needed.

#### **Rights of Students and Parents**

The ***Family Educational Rights and Privacy Act (FERPA)*** affords parents and eligible students (over 18 years of age) certain rights with respect to the student's education records, as follows:

- (1) The right to inspect and review the student's education records within 45 days of the day the school district receives a request for access. Parents or eligible students should submit a written request that identifies records they wish to inspect. The parent or eligible student will then be notified of the time and place where records may be inspected.
- (2) The right to request amendment of education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. The parent or eligible student should write to the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the school district decides not to amend the record, the parent or eligible student will be notified and advised of the right to a hearing and the procedures for such hearing.
- (3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. One exception permitting disclosure without consent is disclosure to school officials within the school district with legitimate educational interests. A "school official" is a person employed by the Board as an administrator, supervisor, teacher, or support staff member (including health staff and security / law enforcement personnel); a member of the School Board; a person or company with whom the school board has contracted to perform a special

task (such as an attorney, auditor, therapist, or medical consultant); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or otherwise assisting in the performance of official school tasks. A school official has a "legitimate educational interest" if the official needs to review an educational record to fulfill his or her professional responsibility. Further, the school district discloses education records upon request to officials of other school district(s) or institution(s) in which the student seeks or intends to enroll.

The school district may also disclose **Directory Information** without consent, unless you have advised the district to the contrary in accordance with district procedures. Calhoun County Schools designates the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and student photograph. In addition, federal law requires local educational agencies receiving certain federal funds to provide military recruiters, upon request, with the names, addresses and telephone listings of students, unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

**Calhoun County Schools may disclose directory information from your child's education records as noted above, unless notified in writing by you by September 1 of each year that you do not want directory information disclosed without your prior written consent.**

- (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. (Family Policy Compliance Office; U.S. Dept. of Education; 600 Independence Ave. SW; Washington, DC 20202-4605)

### **Student Government**

Effective student government associations are the forums for the training and involvement of students in the democratic process.

#### **Student Responsibilities**

To elect student government officers and representatives who are responsive to the needs of the school and who will work constructively toward the resolution of such needs.

To become knowledgeable of Board of Education policies and individual school rules and regulations governing the actions of students.

To conduct election campaigns in a positive manner with respect provided to all participants.

To attend, if elected, regularly scheduled meetings and exhibit appropriate conduct.

#### **Student Rights**

To form and operate a student government association within the respective school under the direction of a faculty advisor.

To have access to policies, rules, and regulations.

To seek office in student government regardless of race, sex, disability, creed or political beliefs. The student must also meet other non-discriminatory standards as identified by the school, such as academic standards and appropriate behavior.

### **Student Publications**

Official student publications should include viewpoints representative of the entire student body as well as provide effective means through which students may express themselves properly.

### **Student Responsibilities**

To seek full information of the topics about which he/she writes and to observe normally accepted rules for responsible journalism under the guidance of a faculty advisor.

### **Student Rights**

To participate in the development and distribution of official student publications as prescribed by local school policy.

### **Drug Education**

Elementary and secondary students shall participate in a drug education program that teaches the adverse and dangerous effects of drugs on the human mind and body and that the use of certain drugs is illegal. Special funds are made available for this program annually through the Federal Government's Drug-Free Schools and Communities Act of 1986.

### **Student Responsibilities**

To take full advantage of this educational program.

To comply with all laws and Board policies related to drugs and medication.

### **Student Rights**

To participate in a program designed to provide responsible and accurate information about legal and illegal drug use.

To be informed of all Board policies and prohibitions related to drugs and medication.

Adopted: 06/29/95

Revised: 06/26/98; 07/10/03

5.07

## **ATTENDANCE POLICY**

Alabama law requires that all children ages seven through seventeen be enrolled in and attend school. In addition, all children who choose to enroll in school, even if not of compulsory school age, are subject to the school attendance and truancy laws of the state. All students should attend school regularly and be on time for all classes in order to receive the greatest benefit from the instructional program and to develop habits of punctuality, self-discipline and individual responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades and enjoy school more.

In accordance with state guidelines, a student who is in attendance less than half of the school day is deemed absent for reporting and truancy purposes.

I. Classification of Excused or Unexcused Absence

- A. A written excuse will be required of every student after absence, to be presented the day the child returns to school. The principal of the local school, or designee, will determine and code the excused or unexcused status of an absence. If an acceptable reason for excusing an absence is not presented within three (3) days of the child's return to school, the absence will be coded as unexcused. (See paragraph C below for absences beyond the 5th in a semester).
- B. Basis for Granting Excused Absence Status: (See paragraph C below for absences beyond the 5th in a semester).
1. Personal illness of the student
  2. Inclement weather that would be dangerous to the life or health of a child if school is attended. Normally, inclement weather is defined as when buses do not run due to adverse weather conditions.
  3. Legal quarantine
  4. Death in immediate family
  5. An emergency or any other extenuating circumstances as determined by the principal or principal's designee. (Non-emergency absences must have prior approval before the absence in order to have excused status.)
- C. After the fifth absence in a semester, additional documentation / verification of the nature of the absence will be required in determining if the absence is excused or unexcused. **A doctor's excuse must be presented or, in the absence of a doctor's excuse, the parent must arrange for a conference with the principal or designee within three (3) days of the child's return to school for consideration of excused status.**

II. Make-up Work

- A. For the first five absences each semester, students will be eligible for make-up work as long as the absence is excused according to sections I. A. and B. of this policy, and the student presents the coded excuse to the teacher in a timely manner and makes appropriate arrangements.
- B. After a fifth (5th) absence from school or class in any one semester, no make-up work will be given without a doctor's statement or principal's permission as set forth in section I. C. of this policy. Principal's permission is to be used primarily for events beyond a student's control (i.e., extended illness, family death, etc.). In the absence of a doctor's excuse, the parent must arrange for a conference with the principal within three (3) days of the child's return to school for consideration of excused status and eligibility for make-up work.
- C. It is the student's responsibility to present the coded excuse to each teacher. If the student is eligible to make up missed work, arrangements for make-up work or tests must be made by the student, in cooperation with the teacher, within three (3) days of returning to school. Such work or tests should be completed within a reasonable time as determined by the teacher and/or school administrator. (Note: This procedure shall also be followed for make-up work missed due to time away from school for approved school-related activities.)
- D. A grade of zero (0) will be received for work or tests missed on the day of any unexcused absence and for any absence past the fifth (5th) per semester without a doctor's excuse or principal's permission.

The Calhoun County Board of Education will pursue prosecution, in accordance with state law and State Board of Education guidelines, of students and/or parents/guardians for violations of Alabama's truancy and compulsory attendance laws.

## TARDY POLICY

### I. Tardies to School (Unexcused Check-Ins)

All students who arrive late to school must be checked in through the school office in accordance with the Check-Out / Check-In Policy. **Late arrivals to school will be unexcused unless the student or parent/guardian presents a doctor's excuse or other documentation consistent with that required for excused status under the Attendance Policy. Each unexcused check-in constitutes a tardy to school for purposes of this policy; however, a student who is in attendance less than half of the school day is deemed absent for state reporting and truancy purposes.** Note: A student who has unexcused class absences resulting from unexcused check-ins will not be eligible to make up work missed in such classes.)

When arriving at school during an on-going class period, tardy students in grades 7-12 (or in lower grades if classes are not self-contained and ISD is available) will be required to report to In-School Detention (ISD) until time for the next class to begin. The ISD supervisor may determine an appropriate work assignment for the period. Tardies to school may result in additional disciplinary action as set forth at paragraph III. below.

### II. Tardies to Class

Students who are tardy to class without an excuse in grades 7-12 (or in lower grades if classes are not self-contained and ISD is available) will be sent immediately to ISD for the duration of that class period. The ISD supervisor will provide an appropriate work assignment for the period. Students who spend a class period in ISD due to tardiness to class shall be responsible to discuss make-up work with the teacher by the next school day and to complete the make-up work for that class within the time specified by the teacher and/or school administrator. Teachers will have discretion with regard to the specific make-up work assigned.

In addition, teachers have discretion to require students to complete scheduled tests and similar evaluative assignments while in ISD, rather than scheduling a make-up test. Procedures for such test administration during ISD should be established by the local administrator, so that students are prevented from manipulating the tardy policy to avoid or postpone tests. The student may be required to complete the test during the scheduled class time, as well as completing other work assigned by the ISD supervisor before being released, even if this requires more than one class period in ISD.

### III. Disciplinary Action

The ISD supervisor or other school official shall maintain a record of all students referred to ISD for tardiness. When a student has accumulated more than four (4) incidents of tardiness in a semester (including tardies to school and to class), the student shall be subject to additional disciplinary action. **On the student's fifth (5th) tardy and each subsequent tardy in a semester, the student shall be charged with an Intermediate Violation under the Code of Student Conduct.**

Excessive tardies to school may also result in referral by the principal to the Attendance Supervisor for Calhoun County Schools. The Attendance Supervisor will refer students to juvenile court in appropriate situations.

Adopted: 08/08/85

Revised: 06/03/97; 06/25/98; 06/29/00; 07/10/03; 06/18/09

5.09

## CHECK-OUT / CHECK-IN POLICY

### Check-out Procedures

1. In order to leave school during the school day, students must be signed out in the school office by a custodial parent,\* guardian, or other adult who has been properly designated in writing by the parent/guardian. The parent/guardian or designated adult must come in person to the school office. **Students will not be permitted to sign out on the basis of a note or phone call from parent(s) or others.**

2. The School Registration / Information Form should be used by the parent/guardian to designate adult(s) who may sign the student out of school. Any adult who is identified by the parent/guardian as an emergency contact person on the School Registration / Information Form is deemed authorized to sign the student out of school. **By designating such person(s), the parent/guardian is authorizing the school to release the student at any time a designated person comes to the school office to sign the student out.** Nevertheless, administrators may exercise discretion to contact the parent/guardian as deemed appropriate or necessary.

3. Except for periodic updates which may be requested by the school, a parent/guardian desiring to update or change the listing of persons designated to sign the student out of school should visit the school office. Such updates or changes shall be the responsibility of the parent/guardian.

4. If a high school student is to be allowed to leave the campus for an appointment without a parent/guardian or designated adult present, the parent/guardian must come by the school office in advance of the check-out time (i.e., before school or on the day before the desired check-out time) to sign the check-out sheet or other pre-release form in the presence of school personnel.

5. The Attendance Policy shall be applied to determine whether absences from individual classes are excused or unexcused and whether the student is eligible to make up work. (Thus, any absence from class beyond the fifth (5th) in a semester will require a doctor's excuse or parent conference with the principal for consideration of excused status and eligibility to make up work.)

6. Students who leave campus without following the check-out procedure will be charged with an Unauthorized Absence (Intermediate Violation) under the Code of Student Conduct.

7. Excessive check-outs are strongly discouraged by the Board, as are check-outs during the final hour of school unless absolutely necessary. After four (4) early check-outs within a semester, the principal's permission may be required for additional check-outs.

### Check-in Procedures

1. All students who arrive at school after the school day begins must report to the appropriate school office to complete the check-in process before reporting to any classes.

2. Late arrivals to school will be unexcused unless the student and/or parent/guardian present a doctor's excuse or other documentation consistent with that required for excused status under the

Attendance Policy. Each unexcused check-in will be treated as a "tardy to school" under the Tardy Policy.

3.The Attendance Policy shall be applied to determine whether absences from individual classes are excused or unexcused and whether the student is eligible to make up work. (Thus, any absence from class beyond the fifth (5th) in a semester will require a doctor's excuse or parent conference with the principal for consideration of excused status and eligibility to make up work.)

4.In order to prevent class interruptions and interference with the teaching process, all students in grades 7-12 (or lower grades if classes are not self-contained) who check in during an on-going class period will be required to report to a designated transition area for the duration of the class period. To the extent possible, students and parents are encouraged to time necessary late arrivals to coincide with class change time, so that the check-in process may be completed and the student may report directly to the next class.

5.The Board of Education strongly encourages parents and students to schedule routine appointments and examinations for after-school hours or times when school is not in session.

6.Failure to follow required check-in procedures when arriving late to school may result in an Intermediate Violation under the Code of Student Conduct.

In accordance with state guidelines, a student who is in attendance less than half of the school day is deemed **absent** for reporting and truancy purposes.

\* A custodial parent in a divorce situation is one designated by prevailing court order as having sole or joint custody of the child. A non-custodial parent must be designated or authorized by the custodial parent in order to sign a child out of school.

Adopted: 06/25/98; 06/18/09

5.10

## **SEARCH AND SEIZURE POLICY**

### School Property

The Board of Education fully recognizes the implications of constitutional law in the area of student privacy. The Board is equally aware that such tangible personal property items as student desks, lockers, and related property are and remain the property of the Board of Education.

The Board of Education is charged with the maintenance of such property items and thus, authorizes inspection for any maintenance-related reasons and other reasons related to the routine operations of the school and classroom. With respect to opening said student lockers or desks for other reasons, the following shall be considered applicable throughout the School District.

Desks, lockers and other equipment at any school belong to the School Board and, although assigned to particular students for use may be entered and searched by school officials whenever said school officials have reasonable belief that some substance or other material is contained therein which is illegal, harmful to the safety of the student himself or the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.



Any items which are specifically prohibited by law, by Board of Education policy or by fair and reasonable local school regulation may be impounded by school officials. In such cases, students shall be given a receipt for said impounded items. Such prohibited items shall include, but shall not be limited to the following: (1) weapons, (2) drugs of any sort, (3) alcoholic beverages, (4) pornographic or otherwise obscene materials, (5) tobacco products, (6) pagers and other electronic communication devices, and (7) any other object, controlled substance, or materials which would be a violation or evidence of a violation of federal or state law, of Board Policy, or of the local school's fair and reasonable regulation.

### Police Interrogations of Students

A student enrolled in the school district shall not be interrogated by any law enforcement authority on school property during regular school hours without the knowledge of the school's principal or his designee. All interrogations and interviews shall be conducted in a private setting, and an official school representative shall normally be present. In appropriate situations, school officials may permit private interviews with students by police officers. Reasonable effort shall be made to contact a parent or guardian and/or to have a parent or guardian present. In those instances when a parent/guardian cannot be contacted or is not present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parent/guardian. If the student is to be removed from the school by police officers, a reasonable effort shall be made to contact the parent/guardian. Questioning or interviewing of students conducted by school officials DOES NOT require parental contact or consent, even if such questioning occurs in the presence or vicinity of law enforcement officials or the information obtained by school officials is later shared with law enforcement.

### Search of Student' Person/Personal Effects

The Board of Education authorizes teachers and administrative personnel who have reasonable belief that a student or students are in possession of weapons, illegal drugs, or other items harmful to the student or students or to the welfare of the student body to search the person or personal effects and property (i.e. book bags, purses, outer clothing, vehicles, etc.) of said student(s) under the following conditions:

1. Any such action shall not be undertaken by school personnel unless there is a reasonable belief, which can be substantiated if necessary, that there is a violation of law or policy and the student(s) are in possession of items harmful to the student(s) or to the welfare of the student body;
2. Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student(s);
3. Any such action shall be with the knowledge and under the supervision of the school principal or assistant principal (or designated assistant).

Any search of a student's person (pat down) shall be done privately by a teacher or administrator of the same sex as the student to be searched. Unless extenuating circumstances prevent, at least one witness who is an administrator or teacher, also of the same sex as said student, shall be present throughout the search.

A written record of the search shall be maintained in the office of the school principal. Student(s) shall be given a receipt for all impounded/confiscated items.

Reasonable belief of the violation may be based separately or severally upon information from such sources as faculty members, other school personnel, reliable students, law enforcement officers, visual evidence or other reasonable source.

Adopted: 08/25/83  
Revised: 06/03/97; 06/24/99; 06/28/01

5.11

## **STUDENT VEHICLES**

Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by local school officials. Violation of this policy may result in arrest and prosecution in accordance with Alabama Law and/or disciplinary action by local school officials.

### Requirements for Vehicles on School Campus

Students in the Calhoun County School System may be permitted to drive private vehicles to school under the following conditions:

1. Driving privileges on school campuses are restricted to those students who have a valid driver's license and a current vehicle license, and who have been authorized by the principal and have purchased a decal which is properly displayed.
2. Students are expected to park their vehicles in designated areas and to leave the vehicles immediately. Sitting in vehicles parked on school campus at any time is strictly prohibited.
3. Students are urged to carry liability insurance on vehicles which are driven to school.
4. In order to operate a vehicle on school campus, the student must sign an agreement/acknowledgement regarding the student's full understanding of the rules and willingness to abide by same. The student must agree as follows:

The student driver agrees to abide by all Alabama traffic laws, safety regulations, and school system rules regarding vehicles. The student driver understands that the local school administration retains the right to revoke driving or parking privileges if it is deemed that the student is operating a vehicle in an unsafe manner, or that the continued operation of the vehicle would be a safety hazard to others, or for any other violation of this policy. The student driver will operate his/her vehicle in accordance with state and local laws and will obey all common rules of safety, courtesy, and consideration of others. The student also understands and agrees that the vehicle is subject to inspection and search by school officials in accordance with law and the Search and Seizure policy of the Board of Education.

Adopted: 03/23/78  
Revised: 06/3/97

## **PERIODIC DRUG INSPECTIONS BY LAW ENFORCEMENT**

In recognition of the need to continuously safeguard our students from the dangers associated with illegal drugs, the Calhoun County Board of Education authorizes and encourages periodic unannounced visits to schools by law enforcement officials for the purpose of detecting the presence of illegal drugs, unannounced to anyone except the local Superintendent and building principal.

Routine inspections utilizing drug dogs, which have been coordinated through the Director or Safety and Security, shall ordinarily be limited in scope to common areas such as parking lots and hallways, locker rooms, and similar areas where student lockers are located. Any search and/or seizure of an individual's person or property which may arise from such periodic detection process shall be conducted in accordance with the Board's Search and Seizure Policy and applicable law.

Adopted: 11/20/97

Revised: 10/28/04

## **COMPREHENSIVE POLICY FOR GUN-FREE SCHOOLS**

### Comprehensive Policy

The purpose and effect of this policy shall be the implementation and enforcement under one comprehensive policy of all state and federal laws prohibiting guns and deadly weapons in the schools. In accordance with applicable state and federal laws and regulations,\* the Calhoun County Board of Education prohibits any person, other than authorized law enforcement personnel, from the possession or transport of any firearm, dangerous weapon, or similar dangerous instrument in any school building, on school grounds, on school vehicles, and/or at school-sponsored events. "Firearm" is defined as set forth at Section 921 of Title 18 of the United States Code. A "dangerous weapon" is any object that is designed, made or adapted for the purpose of inflicting death or serious injury.

This prohibition is inclusive of students, school personnel, and visitors, regardless of whether such person holds a license or permit to possess said firearm or weapon. This prohibition shall apply regardless of whether said firearm or weapon is loaded or unloaded and/or functional or nonfunctional.

Law enforcement officials shall be notified of violations under this policy and criminal charges shall be filed as warranted.

### Students

Notwithstanding any criminal penalties which may also apply, any student who violates this policy shall be administratively punished in accordance with the Code of Student Conduct. Possession of a firearm and possession of a deadly weapon are each classified as a Severe Violation of the Code of Student Conduct, requiring notification of parents and law enforcement officials and referral to the Superintendent for expulsion proceedings.

Any student who commits a violation involving possession of a firearm shall be expelled from attending regular school for a minimum period of one year, unless such penalty is modified by the Superintendent or his/her designee based upon extenuating circumstances as determined by the Superintendent on a case-by-case basis. Students expelled for possession of firearms may be permitted to attend the Alternative School or other alternative setting if deemed appropriate upon

consideration of all circumstances. Students removed from the regular school setting shall not be readmitted until such person has satisfied all appropriate requirements imposed by the Superintendent or his/her designee as a condition for readmission.

Discipline of students with disabilities for violation of this policy shall be determined on a case-by-case basis in accordance with the requirements of the IDEA and Section 504 of the Rehabilitation Act.

### Personnel

Notwithstanding any criminal charges which may be imposed, school personnel who violate this policy shall be subject to disciplinary action by the Board of Education, up to and including termination of employment if circumstances so warrant. Any termination action shall be in accordance with the provisions of Chapter 24 of Title 16 of the Code of Alabama or other applicable law.

\*See 18 U.S.C. sections 921, 922, 924, 20 U.S.C section 8921; Ala. Code sections 16-1-24.1,-24.3; Ala. Code section 13A-11-72; and section 290-030-010-06(2)(h) of the Administrative Code of the Alabama State Department of Education.

**CROSS REFERENCE: CHAPTER SIX, PERSONNEL, 6.44**

Adopted: 11/20/97

5.14

## **PROHIBITION OF TOBACCO PRODUCTS**

### General Policy:

Use of tobacco products on school property is strictly prohibited. This prohibition is inclusive of school personnel, as well as students and visitors. School property is inclusive of athletic fields and facilities. Noncompliance with this policy could result in loss of federal funding.

### Employees:

Employees of Calhoun County Schools who use tobacco products on school grounds shall be subject to disciplinary action by the Board of Education, which shall include, in the following order: (1) verbal warning; (2) written reprimand; (3) suspension of up to seven school days; and (4) termination. Although violations will normally be addressed in the above-stated order, the Superintendent may exercise discretion to implement the more serious penalties in the case of blatant and highly visible violations.

### Students:

Use or possession of tobacco products by students on school property, school-owned vehicles, and/or at school-sponsored events is prohibited. A violation of this policy is classified as a Major Violation of the Code of Student Conduct. Violators are subject to suspension, Alternative School assignment, or expulsion in accordance with the guidelines regarding Disciplinary Action for Major Violations as set forth in the Student Handbook and Code of Student Conduct.

**CROSS REFERENCE: CHAPTER SIX, STUDENTS, 6.45**

Adopted: 11/20/97

Revised: 08/23/01; 10/28/04

## **NO-FIGHT POLICY**

The Calhoun County Board of Education is obligated to provide a safe and orderly environment that is conducive to teaching and learning. Therefore, it is the policy of this school system that fighting in school buildings, on school grounds, at any school-sponsored event, or on a school-owned vehicle will not be tolerated. A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing and reckless endangerment, disorderly conduct, or criminal coercion. (Refer to Title 13A of the Code of Alabama).

The Superintendent, working cooperatively with the local police and/or sheriff, the district attorney, and the juvenile court, shall enforce this "no-fight" policy for grades 7-12. It may be utilized as appropriate for lower grades, depending upon the severity of the incident involved.

These procedures will be followed in the case of all verified fights within the meaning of this policy:

1. Fighting in a school building, on school grounds, at any school-sponsored event, or on a school-owned vehicle shall be classified as a major violation of the Code of Student Conduct.
2. The principal or his designee shall investigate the incident and take the appropriate action as identified in the Code of Student Conduct (Classification of Violations). The principal or his designee shall determine whether a fight has occurred within the meaning of this policy.
3. The principal or his designee shall secure the cooperation of witnesses to the fight and secure written statements from all witnesses, and shall endeavor to secure reliable witnesses for court appearances.
4. The principal/designee shall call the police and file a complaint/petition with the juvenile court.
5. A reasonable attempt shall be made to notify the parent(s) or guardian(s) if the student is to be removed from the school by police officer.

Adopted: 06/03/97

Revised: 06/29/00

## **BOARD DISCIPLINARY JURISDICTION**

Students enrolled in Calhoun County Schools are subject to the policies of the Calhoun County Board of Education and to the rules and regulations of the schools. In addition, the authority of the school officials to control student conduct off school grounds and outside school hours is well settled in the law.

When students are engaged in school-sponsored activities held off-campus and/or after school hours, the authority of school officials is the same as if such activities took place during school. This authority applies to all school-sponsored activities on school property or at other establishments used by the school or school organization, including but not necessarily limited to the following: transportation on school bus or by private automobile; field trips; athletic functions; club and organization meetings; school-sponsored social events; school groups representing the school system in educational events; and all activities where appropriate school personnel have jurisdiction over students. Similarly, all school regulations and prohibitions shall apply to automobiles driven or parked on school property or at establishments used for school activities. Jurisdictional control over the student shall also be extended to the immediate vicinity of the school when the conduct of the

student is detrimental to school property or to the health, safety, and welfare of school personnel and students.

In addition, upon approval by the Superintendent, the school may exercise jurisdiction to discipline students for off-campus conduct unrelated to school activities under appropriate circumstances. Disciplinary actions, up to and including suspension, alternative placement, or expulsion may be imposed for serious misconduct away from campus, whether or not school is in session when such conduct occurs, if after investigation by school officials such off-campus activity may be reasonably interpreted to directly threaten the ability of the district to maintain a safe, orderly and disciplined educational environment. This policy is not limited to school-related events.

Adopted: 06/29/95

Revised: 06/29/00

5.17

## GROOMING AND DRESS CODE

This policy shall apply to all students, Kindergarten through 12th grade. **Age and size appropriateness may be considered when applying this policy to elementary students, especially in grades K-2.**

Good grooming and personal appearance are essential elements in the teaching and learning process. Therefore, it is expected that students shall dress in such a manner that will ensure health and safety, and not detract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the students or the purposes of public school education.

1. Students must be neatly dressed, clean and well-groomed while at school.
2. Shoes must be worn at all times by all students.
3. Shirts, blouses, and dresses should have modest and appropriate necklines and closures. Clothing that exposes the bust line, back, or midriff area is not permitted. Halters, spaghetti straps, tank tops, or tube tops should not be worn. Transparent garments are not permitted.
4. Clothing or paraphernalia related to or associated with gang affiliation or activity are prohibited. (See NOTE below regarding More Severe Disciplinary Action.)
5. Belongings and garments must be void of inappropriate writings, drawings, symbols and/or decals. This includes, but is not limited to, those that promote alcoholic beverages, tobacco products, or illegal drugs; those that have lewd, profane, obscene or sexually suggestive statements and/or illustrations; those that contain violent or abusive statements or illustrations; those with racist implications or that portray or symbolize hate groups or extremist groups tending to stigmatize or infringe upon the rights of others; or those which otherwise create a hostile or offensive learning environment or otherwise tend to cause disruption. (See NOTE below regarding More Severe Disciplinary Action.)
6. Dresses or skirts may be no shorter than 5 inches above the middle of the kneecap. Shorts shall be no shorter than 17" in length along the outside seam beginning at the waistband or no shorter than 5 inches from the middle of the kneecap.
7. Shirts, t-shirts, blouses, sweaters and other tops must not extend below buttocks; otherwise, they must be worn tucked into pants or skirts.
8. Coats must not extend below the knee. Coats or bulky outerwear should not be worn indoors, unless otherwise directed by the principal in the event of unusually cold weather conditions.
9. Pants must cover the pelvic girdle (hip bones). Low-riding pants or "sagging" will not be permitted.
10. Form-fitting garments (such as leggings or tights), pajama bottoms, pants that are clingy or revealing, and all types of underwear are prohibited as outerwear.
11. Sunglasses, hats, caps, bandannas, or any other head covering may not be worn inside the building. Consideration will be given to extenuating circumstances.
12. Facial jewelry, including tongue jewelry, is prohibited. Pierced ears and earrings are permitted.
13. Garments must be free of holes, rips, and tears above the knee in cases where skin is seen. "Cut-off" pants are not permitted.
14. Career technical classes or shops, physical education classes, lab classes, band and choral, and similar classes with special requirements may develop additional dress codes to promote safety for all

students or to allow for mobility for specific activities.

15. With approval of the principal and superintendent, activity sponsors may establish more restrictive rules for dress and grooming as a prerequisite for membership or participation in specific co-curricular and extracurricular activities.
16. The principal or his/her designee will make the final judgment as to whether or not a student's clothing is appropriate for school wear.

### **General Disciplinary Action**

#### **First Violation:**

The student will be removed from class and, if possible, the parents will be contacted. The student will be considered unexcused from class for whatever length of time it takes the student to conform to the dress code.

#### **Subsequent Violations:**

All subsequent violations will be considered as Intermediate Violations\* and disciplined accordingly.

### **More Severe Disciplinary Action**

Certain violations, particularly under numbers 4 and 5 above, may constitute Intermediate or Major Violations under the Code of Student Conduct and may be disciplined accordingly. The following examples are offered by way of illustration but not by way of limitation. Thus, for example, the wearing of clothing that violates the Major Violation prohibiting "possession of gang-related writings, drawings, or symbols, as identified/verified under the supervision of the Director of Safety and Security" shall be treated as a Major Violation. Similarly, clothing that contains profanities, obscenities, or obscene illustrations may constitute an Intermediate Violation, and clothing with expressions intended to insult or stigmatize others on the basis of gender, race, disability, etc. may constitute a Major Violation. (See Code of Student Conduct, Classification of Violations)

Adopted: 08/29/96

Revised: 06/03/97; 06/29/00; 06/13/02; 04/24/08; 06/18/09; 05/29/2012; 06/30/14

5.18

## **CODE OF STUDENT CONDUCT**

### **DISCIPLINARY METHODS AND PROCEDURES**

The following disciplinary methods and procedures shall be implemented in accordance with Board policy and an applicable degree of due process shall be followed in each instance. Due process afforded shall be commensurate with both the gravity of the offense and the severity of the contemplated penalty. This listing of disciplinary methods is not all-inclusive, and is not meant to suggest that other reasonable disciplinary actions are disapproved by the Board. Professional discretion will be exercised by school administrators in assigning or recommending appropriate discipline.

#### **Before or After School Detention**

The principal, or his/her designee, has the authority to assign students to a designated area at the beginning or end of the regular school day for a reasonable and specified period of time. A parent or guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify a parent or guardian prior to the assignment of a student to detention. If the parent or guardian is notified on the day of the misbehavior, the student will be assigned on that day; if not, the student will be assigned following notification of parent or guardian.

#### **Disciplinary Probation**

Disciplinary probation is a period of time specified by the Superintendent, principal, or his/her designee, during which a student must correct his/her behavior while abiding by all other school regulations. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

#### **Disciplinary Work / Clean-up Assignment**

The principal, or his/her designee, has the authority to assign supervised activities related to the upkeep and maintenance of school facilities for a reasonable and specified period of time. Work assignments shall not

interfere with any student's regular class schedule. A parent or guardian will be notified prior to the student's placement in a work or clean-up assignment and will be responsible for transportation.

### In-School Detention

In-school detention is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but not dismissed from the school setting. The principal, or his/her designee, has the authority to assign students to the in-school detention program for up to ten (10) consecutive days consistent with Board policy. Extended ISD assignments require approval of the Superintendent. Students assigned to the in-school detention program will be counted present to school and will be allowed to continue or make up their academic work in accordance with board policy. Students assigned to ISD may be required to perform written work assignments as directed by the ISD supervisor.

### School Bus Suspension

The principal, or his/her designee, has the authority to deny a student the privilege of riding a bus. This denial, based on the misconduct of the student, will be for a reasonable and specified period of time. A parent or guardian will be notified prior to suspension from the bus and will be responsible for providing transportation in such cases.

### Physical Restraint

Employees of the Board of Education are authorized to use reasonable physical force to restrain a student from injuring or attempting to injure himself or others. Such action may be taken as necessary to maintain discipline and order or to enforce school rules, and shall be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist with such action.

### Corporal Punishment

In accordance with Alabama law, the Board of Education permits the use of corporal punishment. Should corporal punishment be needed, it must be administered in accordance with the following:

1. The student has been notified of the offense for which he/she is to receive corporal punishment and the student has been given an opportunity to explain his actions.
2. The punishment shall be administered by the school principal or his/her designee(s) (certificated personnel only) and witnessed by a certified school employee.
3. The punishment shall be administered out of the view or presence of any other students.
4. The punishment shall consist of no more than three swats on the buttocks with a smooth surface paddle free of holes and/or cracks. Paddles of an appropriate size and construction shall be provided to schools by the Board maintenance department; no other paddles shall be used.
5. A written record of the punishment shall be made in which the violation or offense resulting in the punishment is listed along with the number of swats administered (maximum of three). The name of the teacher or official requesting the punishment, the name of the person administering the punishment, and the name(s) of all witnesses shall be included in the record. The principal of each school shall maintain a copy of the record and a copy shall be sent to the parent or guardian of the student.

### Suspension

Suspension is the temporary removal of a student from a school for violation of school rules and regulations. The principal, or his/her designee, has the authority to suspend a student from school. All suspensions will be in accordance with prescribed Board policy. A student recommended for suspension will be made aware of the charges and given an opportunity to respond. Any time an action warrants suspension, a reasonable effort will be made to contact a parent or guardian by telephone and/or by written notice delivered by the student or U.S. Mail. The student is responsible for notifying his/her parent/guardian of all written communications from the school. Failure to do so may result in further disciplinary action. Suspension days constitute unexcused absences. Further, students may not participate in extracurricular or other school activities while suspended.

### Saturday School



The purpose of Saturday School is to provide an alternative to out-of-school suspension. Saturday School attendance will not be offered for severe violations, or in any instance involving a recommendation for expulsion, except as permitted by the superintendent. Saturday school is an administrative option that may be offered instead of out-of-school suspension or other discipline as deemed appropriate by the principal pursuant to Board Policy.

Saturday School will be conducted in accordance with the following guidelines:

Eligibility: Proper forms must be completed at the local school, signed by the principal or his/her designee, and turned in to the Saturday School teacher / administrator by the preceding Wednesday at noon unless special permission is obtained. Forms may be submitted by fax or other electronic means to ensure prompt receipt. No student will be allowed to attend the following Saturday without completion and timely submission of the proper paper work.

Attendance: Parents and students will be required to decide on the option of Saturday School at the time of suspension or disciplinary conference. Delayed attendance will not be allowed. When a student misses a Saturday School session for which enrolled, make up will not be allowed without a doctor's excuse or by approval of the Saturday School director.

Transportation: Transportation is the responsibility of the student and parent or guardian. Elementary students will not be left outside unsupervised and must be brought inside to the Saturday School teacher and picked up directly from the Saturday School teacher.

Cost: \$20.00 per Saturday School session, paid to the Saturday School teacher each Saturday of attendance. Delayed payment will not be permitted without prior approval of the Saturday School Director. No credit will be given for attendance if payment is not made. (Make checks payable to: Calhoun County Board of Education.)

Time/ Tardiness: 8 a.m. to 12 noon for each Saturday session. Students are to be on time. Tardiness will cause the time to be increased at the rate of one hour per each five minutes or any portion thereof. Tardiness cost will be \$2.50 per each hour of increased time. Extended time for tardiness will be made up the next Saturday. If extended time is not completed as assigned, no credit will be given for the Saturday School session to which the student was tardy.

Assignments: Academic work will be required by all students enrolled. Assignments will be the responsibility of the Saturday School teacher. Regular teachers will not send assignments, nor will students be given academic credit for assignments.

Conduct: Saturday school is a privilege. Misconduct will not be tolerated. Any incident of misbehavior or disobedience will be dealt with by immediate dismissal from the session with no credit for attendance or refund of money. Time will not be allowed to be made up after dismissal for misbehavior.

### **Alternative School**

Students may be assigned to the Alternative School by the Superintendent or his designee for disciplinary reasons in accordance with Board policy. The school principal may recommend consideration of Alternative School placement to the Superintendent in accordance with the Board policy governing Disciplinary Due Process. Students shall be suspended by the principal pending a hearing before the Superintendent or his designee. **Note: Expulsion may be considered and recommended by the Superintendent in appropriate cases even when the principal has requested consideration of Alternative School in lieu of expulsion.**

Students are assigned to the Alternative School for a specified length of time, which is subject to increase dependent upon the student's successful compliance with the Alternative School program, including regular attendance and acceptable behavior and work performance. Failure and/or unwillingness to comply with requirements of the Alternative School program may result in a recommendation for expulsion from Calhoun County Schools. If a student withdraws from Calhoun County Schools during a pending Alternative School recommendation or assignment, the pending matter must be addressed and appropriate Alternative School time must be served upon the student's return to the school system. A student assigned to the Calhoun County Alternative School will not be permitted to count

time served at another alternative program or disciplinary facility without prior review and approval by the Superintendent.

During assignment to Alternative School, students are not permitted to be present on the regular school campus or at school-sponsored activities.

Students assigned to the Alternative School receive counseling which stresses nonviolent conflict resolution, responsibility, problem solving, and other issues which affect the students' ability to function in the regular school environment.

During assignment to the Alternative School students shall remain subject to the Code of Student Conduct and such other additional requirements and rules of student conduct as the Superintendent may approve to ensure safety and order in keeping with the disciplinary function of the Alternative School program. Such additional rules may include, but are not limited to the following:

- Modifications to the grooming and dress code as deemed appropriate to ensure safety and to prevent hair and dress styles that are disruptive or tend to draw undue attention to individual students.
- Restrictions on the possession of book bags and purses.
- Regular student searches, including the use of metal detectors.
- The prohibition of cell phones.
- Such other rules as may be conducive to a highly controlled and structured disciplinary environment.

**Students served under IDEA and/or Section 504 of the Rehabilitation Act may be assigned to the Alternative School in accordance with the DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES mandated by the Board.**

#### Expulsion

Expulsion is the permanent or long-term removal of a student from school in the Calhoun County School System for violation of school rules or regulations. In the case of offenses warranting such action, the principal has the responsibility to recommend student expulsion to the Superintendent in accordance with Board policy.

If a student is suspended and recommended for expulsion, the local school principal shall notify, in writing, with a copy to the Superintendent, the student and parent or legal guardian of the action taken and the additional action recommended and the cause(s) for such action and recommendation. Upon receipt of such recommendation, the Superintendent shall promptly notify in writing the student and parent or guardian of the time and place for the hearing and the process to be followed in considering the recommendation for expulsion. The hearing relative to expulsion, as well as all preliminary steps concerning the hearing and recommendation, shall full comply with applicable due process criteria.

#### Notification of Legal Authorities

In situations where notification or involvement of legal authorities is warranted and/ or is required by law, school officials are authorized and encouraged to contact law enforcement officials for assistance. Incidents involving violations of Board policy concerning trespassing, drugs, alcohol, firearms and other deadly weapons, physical violence, property damage, and the like may require intervention by law enforcement officials, up to and including arrest and/or immediate removal of the student from the school environment.

### **CLASSIFICATION OF VIOLATIONS**

It is fundamental that an orderly school shall have clearly defined behaviors and standards to which students must conform. Non-conformity to these prescribed behaviors result in violations of the Code of Student Conduct. Violations are grouped into four classes that range from the least to the most serious, as follows: Minor, Intermediate, Major, and Severe. Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. The principal, or his/her designee, shall hear the student's explanation and consult further with witnesses, if necessary, before determining the classification of the violation. Each classification is followed by disciplinary procedures to be implemented by the principal or

designee in accordance with his/her professional discretion. Neither the list of violations nor the listing of recommended consequences is considered to be all-inclusive.

Teachers are expected to play a significant role in dealing with student behavior and discipline. Each teacher will deal with general student disruption and misbehavior by taking disciplinary action, which may include: a personal call to a parent or guardian, a scheduled parent or guardian conference, a classroom work assignment, or other appropriate measures. Only when the student behavior is sufficiently severe or the action taken by the teacher is repeatedly ineffective in dealing with documented student misbehavior, should the student be referred to the principal or his/her designee.

This disciplinary code is applicable to grades K-12. Administrators will consider the age and grade level of a student when selecting and administering discipline from among the disciplinary actions provided for each classification of violation.

### **Minor Violations**

The following are classified as minor violations and are prohibited by the Calhoun County Board of Education.

1. Non-compliance with a reasonable request by school personnel and other similar violations such as:
  - a. refusal to bring paper, pencil, or book to class
  - b. refusal to follow established classroom rules
  - c. whispering, talking, and note-writing during class
  - d. refusal to follow directions or to attempt assigned class work
2. Any other behavior that the principal may reasonably determine to be a minor violation.

### **Disciplinary Action for Minor Violations**

First violation:

Student conference and parental contact when warranted. Specific circumstances may warrant other disciplinary action as defined in this publication.

Second and Third Violations:

There will be an administrative option of one of the following:

1. Before or after school detention
2. Disciplinary work assignment
3. Corporal Punishment (1-3 swats)
4. Short-term placement (less than one day) in ISD

Fourth Violation:

Constitutes an intermediate violation.

### **Intermediate Violations**

The following are classified as intermediate violations and are prohibited by the Calhoun County Board of Education and may necessitate the involvement of legal agencies:

1. Failure / refusal to complete discipline assigned for Minor Violation.
2. Deliberate defiance of school personnel.
3. Stealing or possession of stolen property- the deliberate taking of property valued at \$10.00 or less belonging to another, or the knowing possession of such stolen property.
4. Unauthorized possession of any object or device that may reasonably be considered as a dangerous implement or weapon, but which is not deemed to be a "deadly weapon" or "firearm" as defined in other sections of this Code. (Note: Threatened or actual use of the object as a weapon will constitute a more serious violation.)
5. Violation of cell phone policy (see pp 19-20) / unauthorized use of cell phone or other electronic communication device. (Note: Repeated violations may result in the student being charged with a Major Violation and disciplined accordingly.)
6. Unauthorized possession / use of a radio, CD player, MP3 player, or similar device.

7. Unauthorized absence from school or class--once student has arrived on campus or ridden school bus, leaving school grounds without permission/out of class without permission.
8. Excessive distraction of other students - any behavior which is excessively disruptive to the orderly educational process.
9. Bullying / intimidation of students—intentional behavior which tends to intimidate or humiliate others, including the making of threats or of repeated statements that ridicule or cause emotional injury.
10. Scuffling--pushing or shoving by a student or between students that does not rise to the level of a fight or an assault.
11. Profanity / vulgarity – possession or use of profane or vulgar language (written or spoken), vulgar drawings or pictures, or obscene gestures. This includes intentional accessing or downloading of such materials on the computer.
12. Intentionally providing false information to school personnel or parents, such as forgery of parents' names, changing grades on papers, or similar dishonesty.
13. Unauthorized possession of matches or lighters.
14. Rude, disrespectful, or belligerent behavior.
15. Inappropriate display of affection and/or physical contact.
16. Gambling
17. Trespassing - willfully entering or remaining in/on any structure, conveyance or property without being authorized to do so.
18. Violation of Medication Policy. (Certain violations of the Medication Policy may be treated as violations of the drug policy under Severe Violations. Circumstances, including the nature of the medication, the potential for abuse, transfers or sales, etc. will be considered)
19. Violation of Check-Out/Check-In Policy.
20. Fifth (5<sup>th</sup>) or subsequent violation of Tardy Policy within semester.
21. Fourth (4<sup>th</sup>) minor violation.
22. Dress Code - Second (2<sup>nd</sup>) or subsequent dress code violation. (see Grooming and Dress Code pp 28-29)
23. Miscellaneous violations of the Student Acceptable Use and Internet Safety Policy not otherwise covered by the Code of Student Conduct.
24. Any other behavior that the principal may reasonably determine to be an intermediate violation.

### Disciplinary Action for Intermediate Violations

#### First through Fifth Violation:

Parental contact and an administrative option of paddling, one to five days In-School Detention, administration extended in-school detention (up to 10 days), or Saturday School. Disciplinary action under this provision will generally be progressive in nature. Intermediate violations may sometimes necessitate the involvement of legal agencies, and/or 1-3 days of out of school suspension.

#### Subsequent Violations:

At any school with an In-School Detention classroom, cumulative intermediate violations beyond the fifth violation in a school year may result in an extended assignment to ISD for a period not to exceed 20 consecutive school days. Each extended ISD assignment (more than 10 consecutive school days) will require notification and approval of the Superintendent's office in accordance with procedures established by the Superintendent. Appropriate considerations related to such decisions include the following: the nature of the offenses, the length of time between the violations, prior disciplinary efforts, involvement of the guidance counselor, parental contact, and similar factors. Students assigned to ISD for an excess of five days (5) will be restricted from participating in extracurricular activities during the ISD assignment.

For students identified as disabled, recommendations for extended disciplinary assignments to ISD will require implementation of the Board's Disciplinary Procedures for Students with Disabilities.

### **Major Violations**

The following are classified as major violations by the Calhoun County Board of Education and are prohibited and may necessitate the involvement of legal agencies:

1. Stealing or possession of stolen property—the deliberate taking of property valued at more than \$10.00, or the possession of such property with the knowledge that it is stolen.
2. Breaking, entering, or remaining in a structure or conveyance during the hours the premises are closed to the public.
3. Vandalism—deliberate action resulting in damages of less than \$200 to public or personal property.
4. Fireworks - possession of and/or igniting fireworks.
5. Sexual acts—engaging in a consensual sexual act, including intimate touching.
6. Student disorders—inciting or participating in group disruptions.
7. Intimate touching of another person against his/her will. This includes the removal or attempt to remove clothing of another to reveal private body parts (“panting”, etc). (Note: Such behavior may also constitute a severe violation, depending upon all circumstances).
8. Fire alarms—the unjustified activation of the fire alarm system.
9. Using obscene or profane language or gestures when speaking to or in the presence of school personnel (i.e., where school personnel are dealing directly with a student)
10. Unauthorized organization—any attempt to use the school day for unauthorized activities that are not school-related or school-sponsored.
11. Threat to school personnel—a threat, whether spoken or written, to cause bodily injury to school personnel when made directly to such personnel, or when made outside the victim’s presence if it should reasonably be expected that the threatening statement will be intercepted by or reported to school officials so as to cause alarm or disruption of school operations. Possession of any object or device realistically resembling a firearm.
12. Harassment / discriminatory treatment—speech or written expression tending to insult or stigmatize others on the basis of their sex, race, color, disability, religion, sexual orientation, ethnic group, or national origin or to promote extremist or “hate” groups that stigmatize or infringe upon the rights of others. Written expressions may include symbols or drawings.
13. Sexual Harassment – harassment based on sex, including unwelcome written or verbal propositions to engage in sexual acts or other unwelcome advances. (See Sexual Harassment Policy for further definition)
14. Altering official school documents or computer information and/or programs.
15. Tobacco—possession or use of tobacco products.
16. Fighting—conduct falling within the Alabama laws defining assault, menacing and reckless endangerment, disorderly conduct, or criminal coercion. (Discipline and law enforcement involvement shall comply with the No Fight Policy and requirements under “It’s the Law”.)
17. Group violence—conflict involving more than two students that results in physical harm. (See “It’s the Law”.)
18. Assault and battery upon a student. (See “It’s the Law”.)
19. Possession of gang-related writings, drawings, or symbols, as identified / verified under supervision of the Director of Safety and Security.
20. Threat to cause serious physical harm—any substantial threat, whether spoken or written, to inflict serious bodily injury when made with the apparent ability to carry out the threat or under circumstances where the threat is likely to cause fear of serious physical injury; OR any intentional display of force that gives the victim reason to fear or expect serious physical harm.
21. Oral or written communication related to or involving an attempt to sell, purchase or otherwise transfer drugs or other illicit substances.
22. Pornography – possession or distribution of pornographic materials. This includes accessing or downloading such materials on the computer.
23. Any other behavior that the principal may reasonably determine to be a major violation.

#### Disciplinary Action for Major Violations

The disciplinary action for major violations includes parental contact and six (6) to ten (10) days of in-school detention or two (2) to five (5) days of out-of-school suspension.

If the charged violation has resulted in serious physical injury OR represents a continuing threat to the safety of students or personnel OR is otherwise deemed by the principal to be of an extremely serious nature so as to justify more serious discipline, the principal may refer the student to the Superintendent on a

recommendation of Alternative School or expulsion. In such instances the student may be suspended pending a hearing. Major violations may necessitate the involvement of law enforcement officials as appropriate and as required by law.

At any school with an In-School Detention classroom, repeated major violations may result in an extended assignment to ISD for a period not to exceed 20 consecutive school days. Each extended ISD assignment (more than 10 consecutive school days) will require notification and approval of the Superintendent's office in accordance with procedures established by the Superintendent. Appropriate considerations related to such decisions include the following: the nature of the offenses, whether the student presents a threat to safety, the length of time between the violations, prior disciplinary efforts, and similar factors. Students assigned to ISD for an extended period based upon cumulative violations will be restricted from participating in extracurricular activities during the ISD assignment.

### **Severe Violations**

The following are considered to be severe violations and are prohibited by the Calhoun County Board of Education and may necessitate the involvement of legal agencies:

1. Drugs - Involvement with any type drug, controlled substance, narcotic, paraphernalia, etc. on school property or at school-sponsored events. Involvement includes unauthorized possession, transfer, use, purchase, distribution or sale of drugs, drug paraphernalia, or other substance with a potential for abuse which might create a hazard to the user's health or the safety of another, including attendance at school or school events while affected by or under the influence of such drugs. This includes having used any quantity of such drugs prior to school activities. This policy may apply to legal substances if misused in an effort to become intoxicated / high or when represented by the student to be a controlled substance.  
**NOTE: Students are advised that law enforcement agencies make periodic, unannounced visits to local schools for the purpose of detecting the presence of illegal drugs.**
2. Alcohol – Involvement with alcoholic beverages on school property or at school-sponsored events. Involvement includes possession, transfer, use, distribution, or sale, including attendance at school or school events while affected by or under the influence of alcohol. This includes having consumed any quantity of alcohol during or prior to attendance at school or school activities.
3. Arson - the willful and malicious burning of/ or attempting to burn public and/or private properties.
4. Assault and battery or attempted battery upon school personnel
5. Robbery - the taking of money or other property from another by force, violence, assault, or intimidation.
6. Criminal mischief - willful and malicious damage to public or private property in excess of \$200.
7. Firearms - possession, discharge, transfer, or sale of any firearm including, but not limited to, starter guns and pellet guns.
8. Deadly weapons--possession of any object that is designed, made, or adapted for the purpose of inflicting death or serious physical injury.
9. Threat of use of a weapon - the intentional demonstration of the ability to carry out a malicious threat or act with a weapon creating well-founded fear in the person threatened or attacked.
10. Bomb threat or terroristic threat - any communication, plan, or documentation of such threat that has the effect of interrupting the educational environment.
11. Explosives - possession of explosive substances capable of causing serious bodily injury or property damage.
12. Non-consensual sexual conduct / sexual assault—forcing another to engage in a sexual act or coercing / enticing one who lacks legal capacity to consent.
13. Indecent exposure - exposing one's private body parts (genitalia, etc.) publicly or under circumstances in which the conduct is likely to cause offense or alarm.
14. Aggravated battery - intentionally causing great bodily harm, disability, or permanent disfigurement by use of a weapon.
15. Gang activity – active participation in recruiting, initiation, or other active conduct associated with gang activity as identified / verified under supervision of the Director of Safety and Security.
16. Any other behavior that the principal may reasonably determine to be a severe violation.

### Disciplinary Action for Severe Violations

Notification of law enforcement officials as appropriate and as the law requires (see "It's the Law"). Parental contact and student to be referred to Superintendent for expulsion proceedings. Students must be suspended out-of-school until the hearing is held.

Adopted: 06/29/95

Revised: 08/15/96; 06/03/97; 06/25/98; 06/24/99; 06/29/00; 06/28/01; 06/13/02;  
07/10/03; 07/22/04; 09/28/06; 04/24/08; 05/29/12; 06/30/14

5.19

## **DISCIPLINARY DUE PROCESS**

All students are entitled to and shall receive due process in all discipline matters. The degree of due process afforded shall be dependent upon: (1) the gravity of the offense a student is alleged to have committed and (2) the severity of the contemplated punishment.

Disciplinary authority must be exercised with fairness. Before being punished for violation of Board policies or school regulations, a student shall have the right of the following minimum due process procedures:

1. The student shall be given oral or written notice of the charges against him/her.
2. The evidence against the student shall be explained to him/her.
3. The student shall be given the opportunity to present his/her own version of the facts concerning the charges.

The local school administration shall ensure that all disciplinary actions are administered in accordance with the minimum due process requirements noted above. The school administration shall maintain a written record of all disciplinary actions and of the procedures followed in determining such action, in accordance with Board policy. A record of all required written notices and disciplinary procedures shall be maintained by the school administration in such form as may be required by the Superintendent.

### Appeal to Superintendent of Final Decisions by Principal

The parent or guardian of a student shall have the right to request review by the Superintendent of any final disciplinary action by the school principal and to request that the principal's decision and the basis for his decision be put in writing.

In the event the parent or guardian believes the school principal's final disciplinary decision violates Board policy, the parent or guardian may appeal the decision to the Superintendent for a determination of whether the disciplinary action is in accordance with Board policy. All such requests must be in writing, and must be received by the Superintendent within 3 days of the date of on which the principal's written decision is received by the parent. The Superintendent may make such determination on the basis of the written record, or may conduct interviews of the parties involved, or such other investigation as the Superintendent deems appropriate. The Superintendent will issue a written decision to the parent/guardian and the school principal within a reasonable time.

### Long-Term Suspensions, Alternative School Assignments & Expulsions

Final decisions regarding long-term suspensions, Alternative School assignments and expulsions are not made at the local school level. In the event a principal recommends long-term suspension (in excess of 10 days) or Alternative School assignment or expulsion, the student shall be afforded the following procedural safeguards in addition to those noted above.

The student shall be referred by the school principal to the Superintendent for a hearing before the Superintendent or his/her designated hearing officer. The student shall be suspended from school pending the hearing. The principal shall notify, in writing, the student and parent or legal guardian of the referral to the Superintendent and the cause(s) for such action and recommendation. The Superintendent will cause a written notice to be sent to the student and the parent or guardian, stating the charges against the student and the time, place, and date of the hearing. Except in the case of extenuating circumstances, a hearing shall be held and a decision reached by the Superintendent within five (5) school days from the date of the disciplinary referral by the principal.

The student shall be afforded the following:

1. The right of counsel
2. The opportunity to present evidence and witnesses in his/her behalf
3. The opportunity to confront / question witnesses for the administration
4. A written record of the decision.

Upon conclusion of the hearing and a consideration of the evidence, the Superintendent shall notify in writing the student and the parent/guardian of his/her decision and/or recommendation. If the Superintendent decides to assign the student to Alternative School or to make a recommendation to the Board for expulsion or long-term suspension, the student and the parent / guardian may contest the Superintendent's decision / recommendation by submitting to the Superintendent a written request for a hearing before the Board of Education within five (5) working days of receiving the Superintendent's decision / recommendation. A hearing shall be set before the Board, written notice of the hearing shall be given, and due process requirements shall be observed, consistent with the requirements noted above for hearings before the Superintendent or hearing officer.

Adopted: 06/03/97; 07/22/04

5.20

## **DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES**

The Board accepts that discipline is an integral part of the educational process. Based upon this understanding, disabled students will be expected to follow the discipline policy established by the Board of Education as outlined in this publication to the fullest extent appropriate under the law.

Misbehavior by disabled students in the regular classroom will be brought to the attention of the local school 504 contact person or the student's primary Special Education teacher. Repeated misbehavior or violations of disciplinary rules should be addressed by the appropriate committee for consideration of an appropriate behavior plan.

Prior to extended suspensions, extended ISD assignments for cumulative violations, expulsions, or extended Alternative School assignments of disabled students for disciplinary violations, a determination must be made by the appropriate committee, including the Special Education or Section 504 Coordinator or his/her designee, regarding whether the misbehavior is a manifestation of the student's disability. Suspensions of five (5) days or more, or repeated short suspensions, should result in a review of the student's educational plan by the appropriate committee. Suspensions (or other removals from class) of ten (10) days or repeated suspensions having a cumulative total of ten (10) days could result in a "change of placement" and require a review of the student's educational plan within ten (10) business days by the appropriate committee. Alternative School assignments of disabled students may be made **upon the action and recommendation of the appropriate committee and the Special Education / Section 504 Coordinator.**



Immediate suspension or removal from the school environment of a disabled student is justified, however, when the student's presence at school would threaten his/her own safety and well-being or that of others, endanger school property, or seriously disrupt the orderly educational process. Principals are given immediate authority to have law enforcement agencies remove uncooperative students under these criteria and as otherwise required by Board disciplinary policy and state and federal law. If immediate removal is necessary, the parent or guardian and the Special Education or Section 504 Coordinator will be promptly notified and an appropriate meeting conducted to address the student's misbehavior as indicated above.

Adopted: 11/18/96

Revised: 06/03/97; 06/29/00; 07/10/03

5.21

## **STUDENT RECORDS**

A cumulative record shall be kept for each student enrolled in the schools of the School System. All information contained within such records shall be considered as confidential and shall at all times be stored in a fireproof vault or cabinet and under lock and key. It shall be the duty of the local school principal and staff to keep said records undated and complete.

### **Family Educational Rights and Privacy Act**

In compliance with the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, the parents, or other legal guardians, of students attending the schools operated by the Calhoun County Board of Education, shall have the right to inspect and review any and all official records, files and data directly related to their children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. Where such records or data include information on more than one student, the parents of any student shall be entitled to receive, or be informed of, that part of such record or data as pertains to their child.

Upon written request filed with the principal of the schools attended by the student, the parents or other legal guardians shall be given access to their child's school records. All such inspections and reviews shall take place in the presence of a school official (principal, guidance counselor, teacher, etc.), within a reasonable period of time after such written request is received, but in no case more than forty-five (45) days after the written request has been received.

After inspecting the student's records, the parents or other legal guardians shall have an opportunity for a hearing to challenge the content of their child's school records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein. The hearing so provided for shall be held by the principal of the school within a reasonable period of time after receipt of a written request therefor.

If the decision of the principal, after holding the hearing is unsatisfactory to the parent or other legal guardian, then an appeal can be taken to the County Superintendent of Education, provided written request therefor is received by him within thirty days after the appealing party has been

informed of the decision of the principal. If the appeal is timely, a rehearing shall be held before the Superintendent of Education, or his designated representative within a reasonable time.

If the decision of the Superintendent, or his representative, is unsatisfactory to the appealing party, then a further appeal will be allowed to the County Board of Education upon written request made within thirty days after notification of the decision of the Superintendent, or his representative. If the appeal is timely, a further rehearing shall be held before the County Board within a reasonable time. The decision of the County Board shall be final.

The school records of an individual student may be released to:

1. Other school officials, including teachers within the Calhoun County School System, who have legitimate educational interests.
2. Officials of other schools or school systems in which the student intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record (however, only the transcript may be sent to another school, and all transcripts must be transferred directly from one school official to another).
3. Authorized representatives of:
  - a. the Comptroller General of the United States
  - b. the Secretary of Health, Education and Welfare
  - c. an administrative head of an education agency
  - d. State educational authorities
4. In connection with a student's application for, or receipt of financial aid.
5. Judicial authorities in compliance with judicial orders, or pursuant to any lawfully issued subpoena, upon condition that parents and the students are notified of all such orders or subpoenas in advance of compliance therewith.

Otherwise, any personally identifiable information contained in personal school records shall be furnished only upon the written consent of the student's parents specifying records to be release and to whom. A copy of the records to be release shall, if the written consent so requests, be given to the parents and to the student if desired by the parents.

Any release of information under Item 3 above, must be necessary in connection with the audit and evaluation of a Federally supported education program, or in connection with the enforcement of the Federal legal requirements which relate to such programs; provided that, except when collection of personally identifiable data is specifically authorized by Federal Law, any data collected by such officials with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of such students or their parents after the data so obtained has been collected. Personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student.

All persons, agencies, or organizations desiring access to the records of a student shall be required to furnish a written statement indicating specifically the legitimate educational or other interest that each person, agency or organization has in seeking this information. Such statement shall be placed permanently with the file of the student and shall be available to parents and to the school official responsible for record maintenance as a means of auditing the operation of the system.

Whenever a student has attained eighteen (18) years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The Calhoun County Board of Education and the individual schools within the system shall inform the parents or other legal guardians, or the students if they are eighteen years of age or older of the rights accorded them by this policy.

Upon discontinuing public school services at a given location or site, all student records must be placed in the County Superintendent's office. If two or more public schools are combined, records must be combined and kept in the new or existing school. Otherwise, permanent records are to remain in a school indefinitely for all students who have attended the school. A duplicate of each student's record must be filed in the County Superintendent's office. Legal names must be used on all permanent records.

### **FERPA Definitions**

For the purpose of this policy, the Calhoun County School has used the following definitions of terms:

<u>Student</u>	any person who attends or has attended a school in the Calhoun County School System.
<u>Eligible student</u>	a student or former student who has reached age 18 or is attending a post-secondary school.
<u>Parent</u>	either natural parent of a student, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
<u>Education records</u>	any record (in handwriting, print, tapes, film, or other medium) maintained by the Calhoun County School System or an agent of the district which is directly related to a student, <u>except</u> : <ol style="list-style-type: none"><li>1. A personal record kept by a school staff member if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.</li><li>2. An employment record which is used only in relation to a student's employment by the Calhoun County School System.</li><li>3. Alumni records which contain information about a student after he or she is no longer in attendance the System and the records do not relate to the person as a student.</li></ol>

### **Annual FERPA Notification**

Parents will be notified of their FERPA rights annually in one or more of the following methods:

1. Student Handbook
2. By Mail

3. Newspaper
4. Posting of notice on bulletin board in central location

**FERPA Procedures To Inspect Education Records**

Parents of students or eligible students may inspect and review the student’s education records upon request.

Parents or eligible students should submit to the student’s school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or other appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access will be given in 45 days or less from the receipt of the request.

When a record contains information about students other than a parent’s child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

**Refusal To Provide Copies**

The Calhoun County School System will not provide a parent or eligible student a copy of the student’s education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records.

If the record involves answers to a standardized test, the Calhoun County School System will not provide a parent a copy of standardized test questions.

**Fees For Copies Of Records**

The fee for copies will be .10 cents per page.

**Types, Locations, And Custodians Of Education Records**

The following is a list of the types of records that the System maintains, their locations, and their custodians:

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	School Principal’s Office	School Principal
Cumulative School Records (Former Students)	School Principal’s Office	School Principal
Expulsion Records	Central Office	Superintendent
Speech Therapy Records Psychological Records	Local School & Central Office	School Principal Coordinator of Special Education
School Transportation Records	School Bus Garage	Director of Transportation

Special Test Records

Central Office

Director of  
Guidance and  
Testing

Occasional Records  
(Education records not  
identified above: such as  
those in superintendent's office.  
In the school attorney's office,  
or in the personal possession  
of teacher)

Principal will collect  
and make available at  
student's school

School Principal

### **Disclosure Of Education Records**

The Calhoun County School System will disclose information from a student's education records only with the written consent of the parent or eligible student, except:

1. To school officials who have a legitimate educational interest in records.

A school official is:

- A person employed by the System as an administrator, supervisor, instructor, or support staff member.
- A person elected to the School Board.
- A person employed by or under contract to the district to perform a special task, such as an attorney, auditor, medical consultants or therapists.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, or job placement.

2. To officials of another school in which a student seeks or intends to enroll upon request of such official.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the district.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.

### **Record of Request for Disclosure**

The Calhoun County School System will maintain a record of all requests for and/or disclosure of information from a student's education records, excluding requests of school officials and requests for directory information. The record will indicate the name of the party making the request, any additional parties to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

### **Directory Information**

The Calhoun County School System designates the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The System may disclose any of those items without prior written consent, unless notified in writing to the contrary by September 1<sup>st</sup> of each year.

### **Correction of Education Records**

Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records.

1. Parents or the eligible student must ask Calhoun County School System to amend the record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
2. Calhoun County School System may comply with the request or it may decide not to comply. If it decides not to comply, the system will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Calhoun County School System will arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing office may be an official of the System. The parents or eligible student will be

afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or student may be assisted by one or more individuals, including an attorney.

5. Calhoun County School System will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
6. If Calhoun County School System decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Calhoun County School System discloses the contested portion of the record, it will also disclose the statement.
8. If Calhoun County School System decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

Adopted: 03/23/78

Revised: 09/28/89

5.22

## **SECTION 504 POLICY**

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. In order to comply with Section 504 and its implementing regulations, the Calhoun County Board of Education ("Board") recognizes its responsibilities to avoid discrimination in policies and practices regarding its personnel and students and to make accessible to persons with disabilities its facilities, programs, and activities. The Board prohibits discrimination against any individual with a disability on the basis of that disability in any of the programs, activities, policies, and/or practices in the school district.

As used in this policy and in any implementing Procedural Guidelines, "an individual with a disability" means a person who has, has a record of, or is regarded as having a physical or mental impairment which substantially limits one or more major life activities. Major life activities are functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

It is the intent of the Board to ensure that qualified students within its jurisdiction who are disabled within the definition of Section 504 are identified, evaluated, and provided a free appropriate public education (FAPE). Students identified and determined to be eligible under Section 504 shall be afforded access to appropriate educational services. Students may be disabled and eligible for services under Section 504 and this policy even if they do not qualify for or require services pursuant to the Individuals with Disabilities Education Act (IDEA). Students who are eligible for services under IDEA shall be served under existing Special Education programs.

The Board directs the Superintendent to prepare and implement Procedural Guidelines to facilitate the prompt, fair and appropriate identification, referral, evaluation and placement of students with disabilities who qualify for accommodations under Section 504. Parents / guardians may participate in the evaluation process and have the right to a due process hearing in the event they disagree with the determination made by the professional staff of the District. The Procedural Guidelines shall provide a system of safeguards for prompt and equitable

resolution of complaints alleging violations of Section 504 and this policy. Due process rights of students with disabilities and their parents under Section 504 will be enforced.

Inquiries, concerns, or complaints may be directed to:  
Mrs. Kassie Hollingsworth  
Section 504 Coordinator  
Post Office Box 2084  
Anniston, Alabama 36202  
256-741-7432

Adopted: 09/25/97  
Revised: 07/26/01; 08/23/12

5.23

## **POLICY FOR LIMITED ENGLISH PROFICIENT STUDENTS**

Calhoun County Schools has a policy of admitting students regardless of immigrant or English-speaking status.

In compliance with Title VI of the Civil Rights Act of 1964, the Calhoun County Board of Education prescribes the following policies to ensure that all limited-English proficient (LEP) students who are in need of language assistance services receive such services:

1. The superintendent or designee shall:

- (a) identify personnel and resources available to serve limited English proficient students;
- (b) coordinate programs and services to such student and their parents;
- (c) as requested, report information concerning the identification, placement, and educational progress of such students to the State Department of Education and other appropriate governmental agencies.

2. The school system shall identify and shall report, as requested, to the State Department of Education and other appropriate agencies information including but not limited to the number of students whose primary home language is other than English, the number of limited English proficient students receiving services, the nature of the services, the number of limited English proficient students receiving special education services and services for the academically gifted, and other required data as needed.

3. A home language survey shall be administered to every student upon initial enrollment and maintained in the student's permanent record file. Each student from a non-English language background will be individually assessed to determine the student's level of English proficiency in order to determine the type(s) of assistance needed. The following formal language proficiency test for determining English proficiency will be administered: the WIDA-ACCESS Placement Test (W-APT). Once a student qualifies as an LEP student, the ACCESS test is used to monitor student progress. A student will exit the LEP program upon scoring a 4.8 on the ACCESS test.

4. An individual plan which, in the view of professional educators qualified to teach LEP students, has a reasonable chance of allowing the student to progress in school, is to be implemented for each identified LEP student. Plans are to be reviewed annually. The student's progress will be monitored and modifications to the plan will be made as needed.

5. In the event alternative language programs are necessary, students are not to remain in such programs longer than necessary to achieve program goals based upon program exit criteria. Students shall be monitored for two years after exiting such programs.



6. Limited English proficient students are to participate in the State testing programs in accordance with the Alabama Student Assessment Program Policies and Procedures for Students of Special Populations. When limited English proficient students are exempted from the statewide testing program, other appropriate methods shall be used to monitor the academic progress of these students.
7. LEP students are not to be assigned to or excluded from special education programs because of their limited-English language proficiency. Evaluation, placement, and notification to parents of students with special needs shall be conducted in accordance with the Individuals with Disabilities Education Act (IDEA) and its implementing regulations.
8. LEP students are not to be categorically excluded from programs for the academically gifted, from other specialized programs, or from support services such as guidance and counseling.
9. LEP students shall be educated in the least segregative manner based on the educational needs of the student. Students shall be included in all aspects of the regular school program in which they can perform satisfactorily.
10. LEP students including those with disabilities are to have access to extracurricular activities on the same basis as English-speaking students, and LEP students are to have access to comparable facilities on the same basis as the English-speaking students.
11. Efforts shall be made to involve parents of limited-English proficient students in the educational program of their children. National minority parents will be informed of school activities when notice is given to other parents. When possible, notices will be provided in the home language.
12. The Calhoun County Schools Grievance/Complaint Procedure may be utilized to resolve claims or complaints relating to discrimination or harassment because of race, color, sex, religion, national origin, age, disability, or other deprivation of a person's legal rights, including violations of Title VI (Civil Rights Act).
13. The Superintendent or designee is authorized to develop written plans and procedural guidelines as appropriate for implementation of this policy.

Adopted: 11/20/97  
Revised: 08/23/01; 10/27/11

5.24

## **STUDENT GOVERNMENT**

Local school personnel are encouraged to provide the opportunity for students to experience and understand the functional and theoretical aspects of representative government. Through representative government, students are provided the opportunity to take part in and influence the many aspects of student life and school functions and activities. The student government association is a good means of providing students with such experiences. This is especially true in the junior high and high schools.

Local schools may and are encouraged to permit local school officials and students to cooperatively organize and operate a student government association provided it is affiliated with and operates in accordance to the constitution, by-laws, and/or rules and regulations of the National Association of Student Councils of the National Association of Secondary School Principals.

Adopted: 03/23/78

5.25

## **COMMUNITY ACTIVITIES BY STUDENTS**

Many worthwhile and valuable experiences, both social and scholastic, are derived by students participation in various community activities. Students may be allowed to participate in community sponsored activities during the regular day when approved by the local school principal and student's parents or guardian. The following criteria should be used in determining whether or not students may participate in such activities:

1. The participation in the activity will not interfere with students school work.
2. The regular school schedule will not be interrupted unless the majority of students will benefit through their participation.
3. Neither an individual, group, or school shall be permitted to use school time, to participate in community sponsored activities unless it contributes to the total educational program of the school or community.

Adopted: 03/23/78

5.26

## **STUDENT SOCIAL EVENTS**

All school sponsored student social events shall be under the control of the local school principal or his designated representative. All such events must have approval of Superintendent, Board, and be conducted according to Board rules and regulations.

Adopted: 03/23/78

5.27

## **STUDENT PUBLICATIONS**

Local schools may permit student publications within the school provided such publications have approval of principal and are under supervision of a professional staff member.

Adopted: 03/23/78

## STUDENT SOLICITATIONS

All fund raising and charity drives must be approved by the Superintendent and local principal. Outside organizations shall not advertise or sell through students during school hours.

Solicitations by students for school projects should be kept to a minimum and should not be done at all during regular school hours.

Adopted: 03/23/78

5.29

## CONTESTS FOR STUDENTS

Participation in contests shall be optional with the individual school and the individual student. The schools of the School system may cooperate with outside agencies sponsoring worthwhile contests that are in keeping with the educational goals of the school. The following criteria shall be used for determining participation in contests by schools and/or students:

1. The educational aims of the school and the needs and interest of its students must be considered at all times.
2. Schools and their students shall not be used for private or commercial interest.
3. Schools and their students shall not be used for sales or promotional purposes.
4. Teachers and students shall be given consideration against added work and responsibilities.
5. Contest shall not be sponsored by schools when preparation of contestants creates a neglect of other student's educational experiences.

Adopted: 03/23/78

5.30

## STUDENT GIFTS

### Gifts to Staff Members

When a student feels a desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive. The Board feels the writing of letters to staff members expressing gratitude or appreciation to be more appropriate than gifts.

In no cases shall a student group, club, organization, etc. expend organizational funds for a gift in excess of ten dollars.

### Gifts To The School

Students may present gifts to a school when they are consistent with the educational goals of the school.

### Student Gifts To Students

Students may present gifts to other students, as long as they are given on a voluntary basis.

Adopted: 03/23/78

5.31

## **CHEERLEADER CONSTITUTION**

### **I. PURPOSE**

To promote school spirit between the student body and all athletic programs and to set a good example for all other students to follow.

### **II. ELIGIBILITY FOR TRYOUTS**

Any member of the student body of \_\_\_\_\_ School shall be eligible for tryouts as long as they meet the following requirements:

A. Must meet academic requirements as stated in the Board policy EXTRACURRICULAR ACTIVITY PARTICIPATION.

B. Cheerleaders who have conflicting interests involving sports will seek resolution by coaches and/or principal.

### **III. TRY OUT/ELECTION**

A. To determine Varsity, Jr. Varsity and/or Jr. High Level, prospective cheerleaders will be asked to demonstrate cheerleader skills, such as cheers, chants, basic stunts, tumbling, dance, and jumps using the proper technique.

B. Cheerleaders will be determined by a panel of at least three (3) judges from outside the particular school who are qualified with expertise in the area of cheerleading.

### **IV. MEMBERSHIP REQUIREMENTS**

A. Satisfactory conduct must be maintained in all classes at all times. Each cheerleader will follow the Student Code of Conduct approved by the Calhoun County Board of Education.

B. Must meet academic requirements as stated in the Board policy EXTRACURRICULAR ACTIVITY PARTICIPATION.

C. Students must carry school insurance that is paid for by the individual, or they must carry a comparable insurance.

D. If the school attends cheerleader camp, each cheerleader must attend.

E. Cheerleaders must attend summer practices.

F. Cheerleaders must attend at least one half day of school (with a Doctor's excuse) in order to cheer for that night's game, unless prior permission is given by the sponsor.

G. Each cheerleader is expected to participate fully in activities such as fund raisers, sign painting, decorating, or any spirit promotions.

H. A cheerleader who quits or is dismissed from the squad for a violation of this constitution or of the Code of Student Conduct forfeits his or her eligibility to return to the squad for the duration of the sports season then impending or underway (football/soccer/volleyball; basketball/indoor winter sports; baseball/softball/spring sports). The student may be considered for reinstatement at the commencement of the following (or a subsequent) sports season on such terms and conditions as the principal and cheerleading sponsor deem reasonable under the circumstances.

I. . No cheerleader will be required to attend gymnastics class away from the school and at an additional cost to the parent.

## V. TRANSPORTATION

Transportation will comply with the policy for Field Trips and Excursions (4.15). When cheerleader transportation is provided and scheduled to leave at a certain time, those who do not arrive on time may be left. The cheerleader will not be allowed to drive to the game and cheer.

## VI. GAMES

A. Cheerleaders will cheer at all games, including weekends, playoffs, championships, etc. Cheering at holiday tournaments will be at the cheer coaches' discretion.

B. No one will miss a game, except for unavoidable cause as determined by sponsor and principal, without prior permission from the sponsor.

C. Cheerleaders must be in complete and correct uniform in order to cheer.

## VII. UNIFORMS AND COSTS

A. Up-keep of uniforms:

Cheerleaders are responsible for keeping their uniforms clean and in good condition.

B. Cheer Cost and rental of uniforms:

The **total** cost for participating in Varsity Cheerleading in any given school year is **not** to exceed **\$1000.00**. The **total** cost for participating in Junior Varsity Cheerleading in any given school year is **not** to exceed **\$650.00** School sponsored fund-raisers will be made available for each cheerleader to raise the money to participate in cheering. However, parents or guardians may wish to donate all or a portion of their child's share. In either case, the uniform becomes the property of the school.

C. To help defray the cost of alteration, repair and/or replacement of school owned uniforms; a school may charge a rental fee, of not more than \$40 per school year, for uniforms. School sponsored fund-raisers will be made available for each cheerleader to raise the money to rent the uniform(s). However, parents or guardians may wish to pay all or a portion of their child's share.

## VIII. PRACTICES

A. Summer practices and off-season training will start according to the cheer coaches' discretion. Work, vacation, and other activities should be worked around summer practice.

B. No one is to miss cheerleader practice, unless prior permission is given by the sponsor and/or principal. If sickness or other emergencies arise, the sponsor should be notified.

#### IX. HEAD CHEERLEADER

The sponsor has the option to decide if a head cheerleader is selected or appointed or if the position will even be a part of the squad.

#### X. PROBATION

Probationary Status means a student will continue practicing and cheering but is an official warning that conflicting behavior must change.

#### XI. SUSPENSION

Suspension occurs when probationary status situations have not been corrected in a designated period of time. Violations/offenses which may result in suspension are:

- (1) missing practice
- (2) missing games
- (3) intermediate violation as defined in the Code of Student Conduct
- (4) continued inappropriate behavior as defined by this publication

#### XII. DISMISSAL

A. The power of dismissal shall be considered the decision of the sponsor and the principal. Dismissal may result from any of the following:

- (1) Any intermediate, major, or severe violation (Defined in the Code of Conduct)
- (2) Three suspensions from the squad will result in dismissal

B. The sponsor has the right to decide on any situation or problem that might arise during the school year that is not specifically covered in the constitution. However, before action is taken, approval of the principal must be obtained.

#### XIII. SAFETY GUIDELINES

A. National Federation Safety Guidelines for cheerleading will be followed

Adopted: 03/21/96

Revised: 03/27/97; 01/22/98; 03/17/05; 2/28/13

5.32

### **BAND AUXILIARY UNITS POLICY**

Due to the differences in school size and the diversity of band programs, each local schools will develop its procedures for band auxiliary try-outs, to include the following:

- (1) Local schools will determine eligibility requirements; except that academic eligibility will be governed by Board policy regarding Extracurricular Activity Participation--Academics First.

- (2) Local schools will determine the selection process and judging criteria to be used by the judges. A minimum of three outside\* judges with expertise in the area of competition should be used.

\*An outside judge is defined as one who is not currently, or has not been within the last five years, employed at the school or at a "feeder" school within the same community; is not currently, or has not been within the last five years, a student, student teacher, practicum student or volunteer at the school or "feeder" school; is not the parent/guardian, sibling or other close relative of any student currently enrolled, or enrolled within the last five years, at the school or feeder school; does not have a family relationship or other close relationship with any student participating in the try-out process; and is not currently, or has not been within the last five years, otherwise associated with the school or its operation.

Individual local school procedures are subject to the approval of the Superintendent or his/her designee prior to try-outs each year. Applicable system-wide policies (such as the Academic Eligibility policy) and local rules and procedures will be disseminated to and signed by the parent(s)/guardian(s) of all student who plan to participate in the try-out process.

The cost of auxiliary group uniforms in any given school year is not to exceed \$500 per student. School sponsored fund-raisers will be made available for each auxiliary unit member to have the opportunity to raise the money to pay for the uniform(s); however, parents or guardians may wish to pay all or a portion of the student's uniform costs. If parent(s) pay all of the cost of the uniform, it becomes the property of the parent(s); however, if any or all of the cost is covered by the fund-raiser(s), the uniform will be the property of the school.

Adopted: 03/14/96  
Revised: 07/30/98

## WITHDRAWAL FROM SCHOOL

No student within the compulsory school attendance age may withdraw from school except when his parent or person of custodial assignment moves to another school zone in the county or moves to another school system. All withdrawals shall be made in accordance with the rules and regulations of the State Department of Education.

Adopted: 03/23/78

Revised: 03/22/90

5.34

## CELL PHONE POLICY

### Introduction

Pursuant to Alabama Code Section 16-1-27, the Board has developed this policy to regulate and limit the possession by students of cellular telephones, pocket pagers, and other electronic communication devices (ECDs) during the school day, at school activities, and on school transportation.

Students who do carry cell phones or other ECDs are required to keep them put away and out of sight at school, except as specifically authorized by school faculty or administration.

### Rules Governing Possession of Cell Phones and other ECDs at School

1. Except as authorized by school personnel, the power on all such devices must be turned off during school hours, on the school bus, and at any time that the student is a participant in an after-school activity under the direct supervision of school personnel.
2. Students are not permitted to use cell phones and other ECDs during school hours (including transportation on the school bus) except with the express authorization of school personnel.
3. Except as authorized, students must ensure that phones are put away and are stored out of sight during the school day. A student who has a phone out so that it is visible during the school day without authorization will be disciplined accordingly.
4. Students participating in supervised after-school activities are not permitted to use such devices except in accordance with the directives of the school personnel supervising the activity.
5. School personnel will confiscate the cell phones and ECDs of students who violate this policy, and will require parents to retrieve the devices. Cell phones confiscated under this policy may be subject to search under the Board's Search and Seizure Policy.
6. Unauthorized use of a cell phone or ECD during school hours, on the school bus, or while participating in a supervised school activity will constitute an Intermediate Violation of the Code of Student Conduct, and students committing such violations will be subject to appropriate discipline. Repeat violations of this policy may be disciplined as Major Violations and repeat offenders may be banned from having a cell phone at school.
7. A student who uses a cell phone in a manner that constitutes a violation of any other provision of the Code of Student Conduct may be disciplined accordingly. Thus, by way of example, a student who downloads indecent materials, uses a cell phone to "text" profane messages, uses a device to "text" answers to a test, uses a device to make a bomb threat, uses a cell phone to record a fight or group violence, or commits any other act that violates Board policy, will be subject to the applicable discipline for the particular offense.
8. The Board is not responsible for lost or stolen cell phones or other ECDs.



The Superintendent is authorized and directed to establish procedures for implementation of this policy, including appropriate notification to parents and appropriate inclusion in the Code of Student Conduct.

Revised: 04/24/2008; 06/18/2009; 05/29/2012

5.35

## **STUDENT TRANSFER REQUESTS**

Attendance zone lines for the Calhoun County School System are strictly enforced. All students must attend the school located within the attendance zone of their legal residence unless a transfer has been approved in writing by the Superintendent pursuant to this policy. The legal residence of the student is determined by the residence of the custodial parent(s) or custodial legal guardian pursuant to the Board's admission policies and applicable court orders. Transfers from outside the district or between attendance zones within the district may be permitted in a nondiscriminatory manner for:

1. Students who have custodial parents employed by the Calhoun County Board of Education.
2. Cases of grave and extraordinary hardship.\*
3. High school seniors who have resided and attended school within a particular attendance zone for a minimum of two consecutive school years immediately prior to their senior year and whose parents relocate their residence to another attendance zone.\*\*

The Superintendent will establish guidelines for the uniform submission, consideration, documentation, and monitoring of such transfer requests. Transfers are permitted only for nondiscriminatory purposes.

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\*Extraordinary hardship transfers are granted sparingly and are limited to hardship situations that are exceptional in nature.

\*\*Such requests will be considered for the student's senior year only.

Adopted: 02/25/2010

5.36

## **VERIFICATION OF RESIDENCY**

The following procedures shall apply in verifying a student's residency within the Calhoun County School District and /or within a particular school attendance zone.

### Proof of Residency at Time of Enrollment

Upon application for enrollment, the custodial parent or legal guardian shall complete the required residency questionnaire and provide acceptable proof of residency subject to the following terms and conditions:

- A. Acceptable proof of residency shall normally consist of the following:

1. A current utility bill (electric bill preferred) in the name of the parent / guardian **and**
  2. A lease agreement, mortgage statement, or additional utility bill in the name of the parent / guardian (or such similar documentation as school officials shall deem acceptable).
- B. In cases of “dual occupancy” with another family (i.e., where the name of the parent / guardian is not listed on utility bill, lease agreement, or other documentation) acceptable proof of residency must be provided in the name of the host resident / caregiver. In order to verify the dual occupancy situation, school officials may conduct home visits and / or request execution by the parent / guardian of a confidential *Release of Utility Account Information* form.
- C. In the event a student is identified as homeless under the *McKinney-Vento Homeless Assistance Act*, enrollment procedures associated with the Act will apply and the family will be referred to the system’s Homeless Liaison.

### Annual Update of Residency Information

At the beginning of each school year, submission of updated proof of residency in the form of a current utility bill (electric bill preferred) will be required.

### Reports, Investigations, and Appeals of Suspected Non-Compliance

Concerns about residency non-compliance may be prompted by third-party reports, student reports, anonymous tips, returned mail, bus-driver / staff observations, or other information sources. School personnel should promptly report any such concerns to school administrators. Suspected non-compliance issues will be documented and investigated in accordance with the following procedures:

1. Updated proof of residency shall be requested. If appropriate documentation is not supplied or if the parent / guardian acknowledges that the family is residing out of district, the parent / guardian shall be required to complete transfer arrangements within a reasonable length of time. In determining a reasonable time, school officials will consider testing schedules, proximity to the end of the term, and other relevant factors, but under no circumstance shall the minimum time allowed for transfer be less than two calendar weeks.
2. The district may require supplemental residence verification when (a) updated residency documents have been requested but not provided or (b) residency documents provided are not dispositive of the compliance issue being investigated. Examples of scenarios that would prompt the need for supplemental verification include observations that a claimed residence appears unoccupied, reports that a student is regularly meeting the bus at a place other than the claimed residence or that a parent is driving the student to the bus stop, comments by the student indicating the family has moved, reports identifying another residence at which the family is residing, and similar reports or observations indicating that the family is not regularly residing in the claimed residence. In such circumstances, school officials shall seek verification calculated to determine the actual residence of the family, including but not limited to a signed *Release of Utility Account Information* form and / or home visits.
3. School officials shall act promptly to complete residency inquiries and to notify the parent / guardian in writing of the determination and the process for appealing an adverse determination. The inquiry will normally be completed and written notice given by hand delivery or U. S. mail within 30 calendar days, except in extenuating circumstances. Extenuating circumstances may include a failure by the parent / guardian to cooperate with home visits or other reasonable verification requests.
4. A parent / guardian may appeal an adverse determination by submitting a written request for review to the Superintendent within five (5) school days of receiving the determination. The appeal may be

submitted by hand delivery or U.S. mail and may include any documentation or information that the parent / guardian believes to be relevant to the review process. The Superintendent, with assistance from the Attendance Supervisor and staff, will review all documentation and information associated with the original determination, including any documentation or information submitted by the parent / guardian, and will render a written decision within ten (10) school days.

5. In all instances when it is determined that a family is residing out of zone, a reasonable time shall be allowed for completing transfer arrangements. In determining a reasonable time, school officials will consider testing schedules, proximity to the end of the term, and other relevant factors, but under no circumstance shall the minimum time allowed for transfer be less than two calendar weeks following a final decision.
6. There shall be no disruption of the education or current school assignment of currently enrolled students while residency determinations are pending. Residency determinations are pending from the time a report of non-compliance is received by the District through the conclusion of the appeals process (as described in paragraph 4 above) if the family appeals.

### Documentation and Record Keeping

Each school principal shall maintain for each school year a chronological log of residency inquiries, which shall be maintained in a loose leaf notebook in a format prescribed by the Superintendent. The log shall include the following information and documentation, as applicable:

1. The name and race of each family suspected or reported as residing out of district.
2. The date of any such report or observation.
3. The source of each such report or observation of residency outside the district or school attendance zone.
4. All notes and documentation of the investigative process including appeals.
5. Copies of all documentation reviewed or relied upon in making a determination.
6. Copies of any and all written notices to the parent / guardian regarding the investigation and / or appeal determination.

In the case of an appeal to the Superintendent, a copy of all such documentation shall be promptly forwarded by the school principal to the Superintendent. The Superintendent's office shall maintain a copy of each appeal and all documents related to the appeal.

Adopted: 11/17/2011

5.37

## **SECLUSION AND RESTRAINT**

This policy shall apply to treatment of all students attending Calhoun County Schools in accordance Alabama Administrative Code 290-3-1-.02(1)(f) and guidance from the Alabama State Department of Education.

### **A. Prohibition on the Use of Seclusion**

Calhoun County Schools prohibits the use of **seclusion**, which is defined as a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. Prohibited seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Prohibited seclusion *does not include* (so Calhoun County Schools shall allow) the following:

- Situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student;
- Time-Out as defined below;
- In-school suspension / detention; or
- A student-requested break in a different location in the room or in a separate room.

**Time-Out** is a behavioral intervention in which the student is temporarily removed from the learning activity.

Time-out is appropriately used when:

1. The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
2. The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out shall not exceed 45 minutes.
3. The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student while in time-out.
4. The time-out space is free of objects that unreasonably expose the student or others to harm.

## **B. Prohibited Forms of Restraint**

**Chemical Restraint** – any medication that is used to control violent physical behavior or restrict the student’s freedom of movement that is not a prescribed treatment for the student’s medical or psychiatric condition.

**Mechanical Restraint** – the use of any device or material attached to or adjacent to a student’s body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. However, prohibited mechanical restraint *does not include* (so Calhoun County Schools shall allow) an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. In addition, mechanical restraint does not include seatbelts and other safety equipment when used to secure students during transportation.

**Prone Restraint** or any method (face down, face up, or on your side) of physical restraint in which physical pressure is applied to the student’s body in a manner that restricts the flow of air to the student’s lungs.

## **C. Limitations on the Use of Physical Restraint**

**Physical Restraint** is defined as direct physical contact from an adult that prevents or significantly restricts a student’s movement. Physical restraint is prohibited except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical Restraint *does not include* (so Calhoun County Schools shall allow) the following:

- Providing limited physical contact and/or redirection to promote student safety or to prevent self-injurious behavior;
- Providing physical guidance or prompting when teaching a skill;
- Redirecting attention;
- Providing guidance to a location;
- Providing comfort; or
- Providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person’s property.

Restraint should never be used as a form of discipline or punishment.

## **D. Procedures for Use of Physical Restraint**

1. This policy shall be included in the Student Handbook and Code of Student Conduct provided annually to students and parents and published on the system’s website.
2. Appropriate faculty and staff shall participate in training on the use of physical restraint and applicable policies, as required by the Alabama Department of Education. Documentation of training shall be maintained by the Superintendent or designee.

3. Personnel participating in or supervising the use of physical restraint shall complete written documentation of each such incident on the approved *Restraint / Isolation Form*.
4. When physical restraint is used, school officials shall issue written parental notification within a reasonable time not to exceed one school day following the use of the restraint.
5. School personnel involved in each such incident of physical restraint, together with other staff as appropriate, shall participate in a debriefing session for the purpose of planning to prevent or reduce reoccurrence of the use of restraint. Such debriefing shall occur for each student in each instance of restraint. An opportunity to participate in the debriefing shall be provide to the parents to the extent feasible.
6. *Restraint Isolation Forms* shall be submitted for review to the Superintendent or designee at the Central Office on a monthly basis. Any prohibited use of seclusion or chemical, mechanical, or physical restraint shall be promptly reported to the Superintendent.
7. On at least an annual basis, the Superintendent or designee shall provide a summary report to the Board regarding the documented use of restraint, as well as any prohibited use of seclusion or chemical, mechanical, or physical restraint.
8. Reports shall also be made to the Alabama Department of Education in such format and in such frequency as required by law or regulation.

**E. Authority of School Personnel**

Nothing in this policy shall be construed to interfere with, eliminate, restrict, or modify the authority or right of the Calhoun County Board of Education, its schools, programs, officials, or personnel:

- to utilize time-out (as herein defined) or any other classroom management technique or approach, including a student's removal from the classroom, not specifically addressed in this policy;
- to take action and use reasonable force as permitted under the Code of Alabama (1975) §16-1-14;
- to implement rules and procedures governing discipline under the Code of Alabama (1975) §16-28-12;
- to take reasonable action to diffuse or break up a student fight or altercation;
- to take reasonable action to obtain possession of a weapon or other dangerous object on a student's person or within control of a student;
- to use discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury.

Nothing in this policy shall be construed to create a criminal offense or private cause of action against the Calhoun County Board of Education, its members, schools, program, agents, or employees.

**F. Law Enforcement and Emergency Medical Personnel**

In some instances in which a student is an immediate danger to himself or herself or others, school personnel must determine when it is necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents shall be notified when students are removed from the school or program setting by emergency medical or law enforcement personnel.

Adopted: 5/17/2012

## **CHAPTER SIX PERSONNEL**

- 6.01 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT
- 6.02 COMPLAINT / GREIVANCE PROCEDURE
- 6.03 SEXUAL DISCRIMINATION AND HARASSMENT POLICY
- 6.04 SICK LEAVE
- 6.04.01 FAMILY AND MEDICAL LEAVE
- 6.05 ON-THE-JOB INJURY LEAVE
- 6.06 PERSONAL LEAVE
- 6.07 ANNUAL / VACATION LEAVE
- 6.08 MILITARY LEAVE POLICY
- 6.09 LEAVE FOR JURY DUTY
- 6.10 LEAVE FOR UNAVOIDABLE CAUSE
- 6.11 CERTIFICATION
- 6.12 SAFEGUARDING INSTRUCTIONAL TIME
- 6.13 SOLICITATIONS
- 6.14 GIFTS FROM VENDORS
- 6.15 EXTRA DUTY
- 6.16 TUTORING FOR PAY
- 6.17 PROFESSIONAL ORGANIZATIONS
- 6.18 PERSONNEL EVALUATIONS
- 6.19 TENURE OF PROFESSIONAL PERSONNEL
- 6.20 RETIREMENT OF PERSONNEL
- 6.21 PERSONNEL RECORDS
- 6.22 PAYROLL RECORDS
- 6.23 SALARY SCHEDULE POLICY
- 6.24 SALARY PAYMENT AND ADJUSTMENTS
- 6.25 ASSIGNMENT OF PERSONNEL
- 6.26 ALLOCATIONS OF SECRETARIES AND LIBRARY CLERKS
- 6.27 CLASSROOM TEACHER SALARY SCHEDULE
- 6.28 SUPPORT PERSONNEL SALARY RANGES AND SCHEDULE
- 6.29 BUS DRIVER SALARY SCHEDULE
- 6.30 TECHNOLOGY DEPARTMENT SALARY SCHEDULE
- 6.31 HEALTH SERVICES SALARY SCHEDULE
- 6.32 SUBSTITUTE PAY SCHEDULE
- 6.33 SUPPLEMENT SCHEDULE FOR ATHLETIC ASSIGNMENTS
- 6.34 SALARY AND SUPPLEMENT FOR ASSIGNMENT AS BAND DIRECTOR
- 6.35 SALARY SUPPLEMENTS TO CERTIFICATED PERSONNEL
- 6.36 BUS DRIVER EMPLOYMENT PROCEDURE
- 6.37 SUPERVISION OF NON-PROFESSIONAL PERSONNEL
- 6.38 ELIGIBILITY TO HOLD SECOND SUPPORT POSITION
- 6.39 REDUCTION IN FORCE OF CERTIFICATED PERSONNEL
- 6.40 REDUCTION IN FORCE OF NONCERTIFIED PERSONNEL
- 6.41 DRUG-FREE WORKPLACE POLICY
- 6.42 DRUG AND ALCOHOL TESTING OF DESIGNATED EMPLOYEES
- 6.43 DRUG AND ALCOLHOL PROGRAM PROCEDURES
- 6.44 COMPREHENSIVE POLICY FOR GUN-FREE SCHOOLS
- 6.45 PROHIBITION OF TOBACCO PRODUCTS
- 6.46 STAFF ACCESS TO NETWORKED INFORMATION RESOURCES
- 6.47 PROFESSIONAL DEVELOPMENT POLICY

6.48	NEGOTIATIONS WITH PERSONNEL
6.49	JOB DESCRIPTIONS
6.50	CALHOUN COUNTY SCHOOLS ASSISTANCE PLAN
6.51	RECRUITMENT AND RETENTION OF HIGHLY QUALIFIED TEACHERS

6.01

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Calhoun County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin, ethnic group, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or in any term or condition of employment.

Adopted: 04/19/83

Revised: 11/29/95

6.02

## COMPLAINT/GRIEVANCE PROCEDURE

### Purpose / Definition

The Calhoun County Board of Education has established this procedure for the purpose of encouraging prompt and fair resolution of student/parent and employee complaints. This procedure requires a reasonable effort to resolve the complaint before invoking the formal grievance process and is intended to assure fairness to all parties, while providing for timely resolution of complaints.

Grievable Matters. Grievable matters under this policy are limited to employee or student / parent complaints that are based on alleged violations of Board policy or alleged violations of laws directly affecting the rights of the complaining party. These may include complaints alleging illegal discrimination or harassment because of race, sex, religion, national origin, age, disability or other deprivation of an individual's legal rights. The challenged action or decision must affect the grievant personally and directly.

Actions and decisions that are not grievable under this procedure include:

- Matters involving the Board's right to establish educational policy or to prescribe rules and regulations for the conduct and management of the schools.
- Personnel actions or decisions that are reviewable under specific statutory procedures established for such purposes, including the teacher tenure and fair dismissal laws.
- Student disciplinary decisions that are subject to review under the Board's policy governing Disciplinary Due Process.
- Matters related to educational or other services for disabled students that are subject to review under established procedures for implementing IDEA and/or Section 504 of the Rehabilitation Act.
- Any other matters for which more specific procedures are available that are more precisely tailored to the grievant's complaint.

The following compliance officers may be contacted for further assistance:

Claims regarding disability:

Claims based on gender, race, ethnic origin, age, or other area of discrimination:

**Dr. Charlene Hill**  
(256) 741-7400

**Ms. Holly Box**  
(256) 741-7400

## **PROCEDURE**

### **Level One (Informal Procedures)**

To initiate the complaint / grievance process, an employee or student (or the student's parent or guardian) should first discuss his or her complaint with an immediate supervisor, school principal, or other local administrator, with the objective of securing, at the lowest possible level, an equitable and workable solution to the problem. The supervisor / principal shall confer with the employee or student concerning the complaint and shall take appropriate steps with a view toward arriving at a satisfactory resolution.

In the event the grievance cannot be satisfactorily resolved at this informal level, the complaining party must initiate the formal grievance process (Level Two) within five (5) calendar days of the informal conference, and not more than twenty (20) calendar days from the occurrence or conduct that originally gave rise to the complaint.

#### ***Special Guidelines for Level One Sexual Harassment Complaints:***

***Students.*** A student making a sexual harassment complaint under this procedure may report the matter to a teacher, counselor, or school administrator, who, in turn should apprise the Compliance Officer of the reported incident. The student may choose to make the report to a person of the same sex as the student. Complaints may be brought on a student's behalf by a parent, guardian, counselor, or other school official. Under no circumstances shall a student be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment.

***Employees.*** An employee making a sexual harassment complaint may report the matter to his or her supervisor, who, in turn should apprise the Compliance Officer of the reported incident. An employee may choose to make the report to a supervisor of the same sex as the employee or directly to the Compliance Officer or other Central Office official. Under no circumstances shall an employee be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment. **(See also SEXUAL DISCRIMINATION AND HARASSMENT POLICY.)**

### **Level Two (Formal Procedures)**

If the complaint is not successfully resolved as a result of the conference between the complaining party and the supervisor / principal, then the complainant shall submit his or her grievance / complaint in writing to the supervisor / principal within five (5) calendar days of the conference (and within twenty (20) calendar days of the original occurrence). The signed, written complaint should contain the following information:

5. A complete description / explanation of the grievance or complaint, including the date(s) of the incident or act on which complaint is based, the names of students, employees, supervisors, or administrators responsible for or involved in the incident, the identity of any witnesses, and all other facts supporting the complaint;
6. The specific remedy or corrective action sought by the complaining party;
7. A statement describing efforts to resolve the complaint informally or explaining the reasons such efforts were not pursued;
8. Copies of any relevant documents or evidentiary materials in the possession of the complaining party.

Upon review of the written submission and factual information, including such investigation as he or she deems appropriate, the supervisor / principal shall transmit a



written decision to the aggrieved within ten (10) calendar days of receipt of the written grievance. If a grievance is pursued beyond this level, written records should be forwarded to the next level of procedure by the aggrieved.

### **Level Three**

If the aggrieved is not satisfied with the disposition of the grievance at Level Two, he or she may appeal the decision to the Superintendent or his/her appropriate designee (i.e., Compliance Officer) within five (5) calendar days of the receipt of the Level Two decision.

The Superintendent or Superintendent's designee will review the written submission and documentation of prior proceedings and will initiate an investigation, which may include witness interviews, review of written statements, administrative conference or hearing, or other action deemed appropriate and necessary to reach a just disposition of the grievance. Upon completion of the investigation, the Superintendent or designee shall prepare a written decision that shall be mailed or transmitted to the complaining party within twenty (20) calendar days of the date on which the complaint was submitted to the Superintendent (except in case of extenuating circumstances).

### **Level Four**

A grievant who is dissatisfied with the decision of the Superintendent (or the Superintendent's designee) may appeal the decision to the Board of Education by filing a written notice of appeal with the Superintendent within five (5) calendar days of the date of notification of the Superintendent's decision. Upon receiving the notice of appeal, the Superintendent shall forward to the Board the complete record of prior proceedings, including the written grievance, the Superintendent's decision letter, the notice of appeal, and all written documentation and evidence filed, submitted, or considered at any stage of the grievance process. At the next scheduled Board Meeting, or as soon as practicable, following the Superintendent's receipt of the notice of appeal, the grievance appeal shall be placed on the Board Meeting agenda for consideration.

Upon consideration of the grievance appeal and record, the Board may, by majority vote:

5. Affirm the decision of the Superintendent;
6. Modify the decision of the Superintendent;
7. Defer final action until an evidentiary hearing is held on the grievance.

The decision of the Superintendent shall be final unless an action reversing or modifying the decision is approved by majority vote of the Board. If a hearing by the Board is approved, the hearing shall be set as soon as is practicable and written notice of the hearing date shall be provided to the grievant. The parties may be represented by legal counsel or other representative of their choosing and shall have the opportunity to present evidence in support of his or her position. The Board shall render a decision and shall provide written notification of the decision within ten (10) calendar days of the close of the hearing. The Board shall seek to preserve the confidentiality of such proceedings consistent with the requirements of FERPA, the Alabama Open Meetings Act, and other applicable law.

### **CROSS REFERENCE: CHAPTER FIVE, STUDENTS, 5.05**

Adopted: 08/25/94

Revised: 06/03/97; 03/16/06; 06/30/14

## SEXUAL DISCRIMINATION AND HARASSMENT POLICY

### Prohibition against Sexual Discrimination

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in federally assisted education programs. Similarly, Title VII of the Civil Rights Act of 1964 protects employees against various types of prohibited employment discrimination, including discrimination on the basis of sex. Pursuant to these and other applicable laws, the Calhoun County Board of Education prohibits all forms of impermissible gender-based discrimination.

### Prohibition against Sexual Harassment

As a form of unlawful sex discrimination under Title IX and Title VII, sexual harassment, as defined by law and Board policy, will not be tolerated in the Calhoun County Schools. This policy prohibits all forms of sexual harassment within the school system, including employee-to-employee, employee-to-student, and student-to-student harassment. Students, employees, and others who believe they have experienced or have witnessed sexual harassment are encouraged to report such conduct and to pursue resolution through the formal and informal complaint procedures approved by the Board. No adverse action will be taken against any employee or student for making a good faith report of sexual harassment. Following investigation, any employee or student found to have engaged in prohibited sexual harassment will be subject to disciplinary sanctions (up to and including suspension, expulsion, and termination) and the Board will implement any additional corrective or remedial measures deemed appropriate under the circumstances.

### Definition of Sexual Harassment

- C. Sexual harassment consists of unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:
1. Submission to such conduct is made a term or condition (either explicitly or implicitly) of employment or of a student's participation in school programs or activities;
  2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment, educational opportunity, or other benefit; or
  3. Such unwelcome sexual conduct is so severe, persistent, or pervasive that it unreasonably limits or interferes with an individual's work performance or educational opportunity, or creates a hostile or abusive work or educational environment. *Please note that by definition a sexually hostile environment does not generally result from isolated incidents unless extremely severe in nature. For example, a sexual joke, even if offensive to the individual to whom it was told, will not by itself create a sexually hostile environment; however a sexual assault or other severe incident of a similar nature can create a hostile environment.*
- D. Sexual conduct can take a variety of forms ranging from subtle innuendoes to physical sexual assault. The following are examples of sexual conduct that may constitute sexual harassment if one of the conditions of paragraph A is met.
1. Verbal harassment or abuse of a sexual nature, including sexually graphic comments, sexual jokes, gender-based slurs, the display of sexually explicit objects or pictures;
  2. Unwelcome sexual advances or solicitation of sexual activity;
  3. Sexual gestures or physical movements related to sex;
  4. Inappropriate touching of a sexual nature;

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

### **Procedures for Reporting Sexual Harassment**

The following procedures are intended to provide an effective means of enforcing the strict prohibition against sexual harassment and to facilitate reporting, processing, and resolution of sexual harassment complaints. Accordingly, they may be flexibly applied as appropriate to serve their intended purposes, and are not intended to limit the right or authority of the Board to address or respond to complaints of sexual harassment or related misconduct.

#### **Student Complaints**

Any student who believes that he or she has been or is being subjected to any form of sexual harassment or has knowledge of sexual harassment involving other students should promptly report the matter to a teacher, counselor, or school administrator, who, in turn should apprise the Compliance Officer of the reported incident. A student may choose to make his or her report to a person of the same sex as the student. Complaints may be brought on a student's behalf by a parent, guardian, counselor, or other school official. Under no circumstances shall a student be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment.

Some cases are most appropriately resolved by investigation and disposition at the local school in accordance with applicable disciplinary guidelines. In such cases, the principal may investigate and attempt to resolve the matter without more formal procedures. If the complaint is not resolved to the satisfaction of the student or other complaining party, the student or his representative may initiate a formal complaint under the Complaint / Grievance Procedure approved by the Board of Education.

#### **Employee Complaints**

Any employee who believes that he or she has been or is being subjected to any form of sexual harassment should promptly report the matter to his or her supervisor, who, in turn should apprise the Compliance Officer of the reported incident. An employee may choose to make his or her report to a supervisor of the same sex as the employee. An employee may also choose to report any incident directly to the Compliance Officer or to other Central Office official. Under no circumstances shall an employee be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment.

Some cases are most appropriately resolved by investigation and disposition at the local school or department level. In such cases, the principal / supervisor may investigate and attempt to resolve the matter without the need for more formal procedures; however the supervisor should inform the Compliance Officer when an informal complaint is submitted. If the complaint is not resolved to the satisfaction of the complaining employee, the employee may initiate a formal complaint under the Complaint / Grievance Procedure approved by the Board of Education.

### **Confidentiality**

The right of confidentiality, for both the complaining party and the accused, will be respected to the extent practical, consistent with the school system's legal obligations and with the necessity to investigate allegations and to take corrective action when such conduct has occurred. Complete confidentiality cannot be guaranteed.

### **Penalties for Violation**

- A. Students. Any student who sexually harasses another student or person in violation of Board policy will be subject to punishment in accordance with the Code of Student Conduct. Any such discipline will be implemented consistent with due process requirements.
- B. Employees. Any employee who sexually harasses a student, employee, or other person in violation of Board policy will be subject to appropriate disciplinary action up to and including termination. Any such disciplinary action will be implemented consistent with applicable law and due process requirements.

### **Retaliation Prohibited**

Any form of retaliation or adverse action taken in response to a good faith report of sexual harassment is expressly prohibited.

### **Providing False Information**

Any student or employee who falsely and in bad faith accuses another of sexual harassment or who otherwise knowingly provides false information regarding sexual harassment may be subject to appropriate disciplinary action.

### **Notification**

Notice of this policy will be disseminated to all schools and departments of the Calhoun County School System and will be incorporated into teacher and student handbooks. Orientation on this policy shall be conducted for teachers and students in all schools on an annual basis.

### **Compliance Officer**

The Compliance Officer may be reached at the following address / telephone number:  
Ms. Holly Box, Calhoun County Board of Education, 4400 McClellan Boulevard, Anniston, AL 36201.  
(256) 741-7400.

Adopted: 08/25/94                      **CROSS REFERENCE: STUDENTS 5.04**  
Revised: 06/03/97; 03/16/06; 06/30/14

6.04

### **SICK LEAVE**

(a) **ELIGIBILITY**. All professional, administrative, and support personnel classified as full-time employees for benefits purposes, generally considered to be those employees who work four (4) or more hours per day, and full-time bus drivers, shall earn sick leave at the rate of one day per month of employment (contract month). Thus, nine-month employees shall earn sick leave at the rate of nine (9) days per year, with other employees earning additional days in accordance with the annual contract. No sick leave day shall be granted before it is earned, except in accordance with state law and the Board's Sick Leave Bank policy.

(b) **ACCUMULATION**. Employees shall be allowed to accumulate an unlimited number of unused sick leave days and to transfer accrued sick leave days upon transfer of employment as authorized by law (Alabama Code Section 16-1-18.1(c)).

(c) **USE**. Personnel taking sick leave are required to notify the immediate supervisor of the inability to report to work or of the need to leave work as appropriate. Employees shall follow such reasonable procedures as are established by the supervisor and Superintendent regarding prompt notification to the supervisor of the need to take sick leave and appropriate submission of documentation necessary for approval of sick leave.

(d) **DEFINITION**. Sick leave is defined by state law as the employee's absence from regular duty as a result of any of the following:

1. Personal illness or doctor's quarantine;

2. Bodily injury which incapacitates the employee;
3. Attendance upon an ill member of the immediate family of the employee. Immediate family shall include husband, wife, father, mother, son, daughter, brother, sister, or other person with a close personal tie, (such as a person standing *in loco parentis*);
4. Death in the family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, uncle, and aunt);
5. Death, injury, or sickness of another person with whom employee has unusually strong ties, such as a person who supported or educated the employee, or other special circumstance other than those listed, upon approval of the Superintendent. The employee shall submit a written statement of the special circumstance justifying an exception to the general rule.

Eligibility for sick leave will be based upon the foregoing definition. Sick leave shall be used only in those instances allowed by law. A doctor's statement or other justification may be required in the event there is reasonable cause to believe that sick leave is being abused or misused.

Adopted: 03/23/78

Revised: 04/26/79; 09/13/94; 08/26/99; 03/21/02

6.04.01

## **FAMILY AND MEDICAL LEAVE**

The Board complies with the federal Family and Medical Leave Act (FMLA). The FMLA allows employees to balance their work and family life by taking reasonable unpaid leave for certain family and medical reasons. In implementing the provisions of the FMLA, the following definitions, standards and procedures will apply.

An **eligible employee** under the FMLA is one who has been employed by the Board for at least 12 months (which need not be consecutive) and who has worked for at least 1,250 hours during the 12-month period immediately preceding the start of the FMLA leave. The determination of whether an employee has worked the requisite 1,250 hours must be made as of the date the FMLA leave commences. For purposes of this policy, the Board will include paid leave time taken by the employee within the 12-month period in determining whether the 1,250-hour threshold is met.

An eligible employee is entitled to up to a total of 12 weeks of unpaid, job-protected leave during a 12-month period (see **Calculation of 12-Month Period** below) for one or more of the following reasons:

1. The birth of a child and to care for the newborn child.
2. The adoption or foster placement of a child, and to care for the newly placed child.
3. To care for an immediate family member (spouse, child or parent) with a serious health condition as defined below.  
*NOTE: Parent does not include parent "in law". FMLA leave is available to care for a parent "in law" only when both spouses work for the Board so that the "in law" is also the parent of an employee.*
4. When the employee is unable to work due to a serious health condition as defined below.

In the instance of birth, adoption, and foster placement, the entitlement to leave for child care expires at the end of the 12-month period beginning on the date of birth or placement.

In cases where both spouses are employed by the Board, the combined amount of leave available to the spouses for the birth of a child, adoption, foster placement, or to care for the sick parent of an employee is limited to 12 weeks.

Entitlement to leave associated with the illness of a child occurs only when the child is under 18 year of age or incapable of self-care due to mental or physical disability.

A **serious health condition** is defined as an illness, injury, impairment, or physical or mental condition that involves (1) inpatient care in a hospital, hospice or residential medical care facility or (2) continuing treatment by a health care provider (as more specifically defined by the FMLA and applicable regulations).

### **Calculation of 12-Month Period**

The **12-month period** for purposes of calculating FMLA leave entitlement for a given employee shall be the 12-month period measured forward from the date the employee's first FMLA leave begins. The next 12-month period would begin the first time FMLA leave is taken after completion of any previous 12-month period.

### **Relationship to Other Leave / Substitution of Paid Leave**

Under the FMLA, an employee may elect the use of accrued paid leave to cover some or all of the FMLA leave taken; however, the employer is not required to provide paid sick leave unless the employee is entitled to the paid leave under the employer's normal guidelines. Thus, an employee may elect to substitute paid sick leave for unpaid FMLA leave only to the extent the circumstances meet the Board's usual requirements for the use of sick leave.

Employees may also be eligible for additional unpaid leaves of absence beyond the 12 weeks of FMLA leave in accordance with state law and existing board policies. Such additional unpaid leaves will not provide the benefit protections required by FMLA.

### **Intermittent Leave**

If medically necessary to care for a seriously ill family member (spouse, child or parent) or because of the employee's own serious health condition, leave may be taken on an intermittent or reduced leave schedule, subject to certain conditions. The Board may require the employee to transfer temporarily to an alternate position which better accommodates recurring periods of absence or a part-time schedule, provided the position has equivalent pay and benefits.

Certain special conditions apply to the taking of intermittent leave by instructional employees. **Instructional employees** are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting, including all classroom teachers and certain other employees as more specifically defined in the applicable regulations. When instructional employees seek intermittent leave in connection with a family or personal illness and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the Board may require the employee to take leave in a block (not intermittently) for the

entire period or to transfer to an available alternative position with the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

## **Notification**

Except where circumstances are such that reasonable advance planning is not possible, employees must provide the superintendent at least 30 days written notice of the date when FMLA leave is to begin. Where the need for FMLA leave is not foreseeable, notice should be given as soon as practicable (generally within one or two business days of learning of the need for FMLA leave). With respect to foreseeable family or employee illness, the employee shall make reasonable effort to schedule treatment -- including intermittent and reduced hour leave -- so as not to disrupt unduly the operations of the school district.

## **Certification**

The Board requires that a request for leave based on the serious health condition of the employee, the employee's son, daughter, spouse or parent be supported by a certification issued by the appropriate health care provider. The certification shall state (1) the date the serious health condition began, (2) the probable duration of the condition, (3) appropriate medical facts, (4) a statement of the need for the employee to care for the seriously ill family member OR that the seriously ill employee is unable to perform the employee's job functions (depending upon the type of leave requested). The Board reserves the right, at its own expense, to designate a second health care provider to provide a second opinion. If the first and second opinion conflict, the Board may require, at its own expense, a third opinion by a health care provider approved by the Board and the employee. This third opinion shall be binding. The Board may also require subsequent recertifications on a reasonable basis. Finally, upon the employee's return to work, the Board may require the employee to provide certification by the employee's health care provider that the employee is able to resume work.

## **Benefits**

Benefits accrued by the employee before leave is taken will not be altered by the employee's absence under this policy. The employee is entitled to continuation of health benefits during the leave period under the same conditions these benefits would have been provided if no leave had been taken.

## **Restoration**

Upon return, the employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment. Restoration to an equivalent position shall be based upon and consistent with established law and school board policies.

Because the end of the semester is a critical time for both teachers and students, the following conditions apply to requests from **instructional employees** seeking to return from leave within the last three weeks of the semester:

1. If the employee begins any category of FMLA leave five or more weeks prior to the end of the semester, the Board may require the employee to take leave through the end of the semester if the requested leave would last three weeks or more and would involve returning to work within the three-week period at the end of the term.

2. If the employee begins any category of FMLA leave, except leave for the employee's own serious health condition, less than five weeks before the end of the semester, the Board may require the employee to take leave through the end of the semester if the period of requested leave is greater than two weeks and would involve returning to work within the last two weeks of the semester.
3. If the employee begins any category of FMLA leave, except leave for the employee's own serious health condition, three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the district may require the employee to take leave through the end of the semester.

When an instructional employee's leave falls within one of the three categories above, any additional leave required by the employer is not counted against the employee's 12 weeks of FMLA leave, but provisions of the FMLA regarding benefits and restoration shall continue to apply.

Adopted: 03/21/02

6.05

## **ON-THE-JOB INJURY LEAVE**

In accordance with Alabama Code §16-1-18.1(d), the Calhoun County Board of Education establishes the following policies and procedures pertaining to employees who are injured while on the job.

- (1) Each employee who is injured on the job is required to immediately notify the school principal or immediate supervisor. An Injury Report form must be submitted to the principal or supervisor in a timely manner, usually within 24 hours after the injury. The Injury Report should be submitted to the Superintendent by the principal or supervisor within two working days of the occurrence. Such notification is required for every injury, even if the employee does not expect to be restricted from working.

*\*Only when an employee is clinically unable to make notification shall it be permissible for another person who is knowledgeable of the occurrence to make the required notification.*

- (2) In the event an employee is temporarily unable to return to work, or is physically restricted in the performance of duties, the employee is required to submit a Physician Certification Form, normally within two working days, documenting that the employee sustained a job-related injury and is medically unable to return to work. To request paid leave under this policy, the employee must also submit an On-the-Job Injury Leave Request form, indicating the date(s) for which leave is requested as supported by the Physician Certification Form.
- (3) The Superintendent or designee shall consider each leave request under this policy. Upon the Superintendent's determination that an employee has been injured on the job and is temporarily unable to work as a result of the injury, the salary and fringe benefits of the employee shall be continued for a period not to exceed ninety (90) working days, consistent with the employee's injury and the subsequent absence resulting from the injury, as medically documented. Sick leave shall not be deducted from the employee's account for absences under this policy.



- (4) All leave and benefit programs shall be coordinated to ensure that no injured employee shall receive compensation totaling more than 100% of salary.
- (5) In making a determination regarding a leave request under this policy, the Superintendent may require such medical documentation as is reasonably necessary to demonstrate that the injury is job-related and that the employee is unable to work. The Superintendent has discretion to require a second opinion from another licensed physician at the expense of the school system.
- (6) With regard to any unreimbursed medical expenses and costs, the injured employee may file with the State Board of Adjustment for consideration of reimbursement.
- (7) This policy applies to temporary disabilities caused by job-related injuries, but does not apply to permanent disabilities. The Superintendent may require a statement from the physician that there is a reasonable expectation that the employee will be able to return to work.
- (8) This policy will be applied to part-time employees based on full-time equivalency (FTE) of employment.

Adopted: 02/09/95  
Revised: 03/25/99

6.06

## **PERSONAL LEAVE**

All full-time employees who have less than fifteen (15) years of service shall be allowed three (3) days of personal leave with pay per contract year. Full-time employees with fifteen (15) or more years of service with Calhoun County Schools shall be allowed four (4) days of personal leave with pay per contract year.

Unused personal leave days may not be carried forward to the next school year; however, all unused personal leave days are eligible for conversion to sick leave days. Certified personnel only may elect to be reimbursed for a maximum of two (2) unused personal leave days. Additional personal leave days are not reimbursable. Such reimbursement, if elected, shall be at the same daily rate of pay as is paid to substitute teachers. Any certified employee who wishes to be reimbursed for personal leave days not used during a particular school year is required to notify the payroll department at the Central Office by no later than the end of the June payroll period. Unless such notification is received, all unused personal leave days shall automatically be converted to sick leave days.

Each individual may decide the purposes for taking personal leave days. The Board has no policy that restricts taking personal leave days for any particular purpose or on any particular day. If, however, too many employees request personal leave on the same date, so as to create an unreasonable shortage of employees, the principal / supervisor may deny requests. Employees shall inform the principal / supervisor as far in advance as possible when expecting to be off so that, when necessary, a substitute can be secured.

Approved: 3/23/78  
Revised: 11/4/88; 6/29/00

6.07

## **ANNUAL/VACATION LEAVE**

(a) **ELIGIBILITY.** All full-time twelve-month employees shall earn one (1) day of annual leave per month. No annual leave will be granted before it is earned. One-half month of service or more will earn a day of annual leave. Less than one-half month of service will earn no annual leave.

(b) **ACCUMULATION.** Unused annual leave days up to a maximum of forty (40) may be carried forward to the next year. For purposes of leave accountability, a year will run from July 1 through June 30. Unused days in excess of forty (40), as determined on July 1 of each year, will not be carried forward.

(c) **SEPARATION.** Upon an employee's separation from employment or upon an employee's transfer out of a twelve-month position into a position of less than twelve months, such employee shall be entitled to compensation for unused annual leave days up to a maximum of forty (40). Compensation for each unused annual leave day shall be the employee's daily rate of pay to be calculated as follows. The daily rate for employees who are non-exempt under the FLSA (i.e., those employees to whom FLSA overtime requirements apply) shall be determined by multiplying the hourly rate at the time of separation by the number of hours regularly worked each day, not to exceed eight (8) hours per day. The daily rate for employees who are exempt from the overtime requirements of the FLSA shall be determined by dividing the annual salary by 240 work days (i.e., 1/240 of the annual salary).

(d) **USE.** Use of annual leave is subject to the approval of the employee's supervisor and the Superintendent. Any leave request involving use of twenty (20) or more consecutive annual leave days shall be subject to Board approval.

(e) **EFFECTIVE DATE.** This policy shall be implemented effective September 1, 1999. Employees who have more than forty (40) unused annual leave days on the effective date will be compensated for the excess days at the appropriate daily rate of pay.

Adopted: 03/23/78

Revised: 06/24/82; 08/26/99; 08/28/03; 08/21/08

6.08

## **MILITARY LEAVE POLICY**

In accordance with § 31-2-13 of the Code of Alabama, the following policy relative to military leave of employees of the Calhoun County Board of Education is approved:

All employees of the Calhoun County Board of Education, who are active members of the Alabama National Guard, Naval Militia, the Alabama State Guard, or of any other reserve component of the armed forces of the United States, shall be entitled to military leave of absence from their respective civil duties and occupations on all days that they are engaged in field or coast defense or other training or on other service ordered under the National Defense Act, or of the federal laws governing the United States reserves, without loss of pay, time, efficiency rating, annual vacation, or sick leave. Notwithstanding the foregoing, no person granted a paid leave of absence with pay shall be paid for more than 168 working hours per calendar year, and such persons shall be entitled, in addition thereto, to be paid for no more than 168 working hours at any one time while called by the Governor to duty in the active service of the state.

Adopted: 03/23/78  
Revised: 09/29/83

6.09

## **LEAVE FOR JURY DUTY**

Employees of the Calhoun County Board of Education shall be paid regular salary when serving as jurors.

Adopted: 03/23/78  
Revised: 05/27/83

6.10

## **LEAVE FOR UNAVOIDABLE CAUSE**

Section 16-8-25 of the Code of Alabama allows a local board of education to grant a teacher leave of not more than five days per year for “unavoidable” causes. This type leave is not to be charged against one’s personal leave or sick leave. It is a type of special, restrictive leave subject to strict accountability in accordance with Board policy. The Board, through its Superintendent, must know the purposes for which the leave is requested. If the Superintendent acts negatively on the request the teacher has the right to appeal it to the Board for final adjudication. Action of the Board will be final. The Superintendent, and not the Board is personally responsible if he authorizes pay to a teacher for an illegal day of absence under this section.

The Calhoun County Board of Education defines leave for “unavoidable” cause as that in which a teacher cannot prevent being absent for reasons not covered by other leave provisions. Most acceptable requests for leave in this category have legal implications such as: subpoenaed to court, attending court when an immediate member of the family is being tried, giving assistance to an immediate member of the family experiencing difficulty with law breaking, probating a will, adopting a child, etc. There are other acceptable “unavoidable” causes such as enrolling a child in school requiring the attendance of the parent, attending the marriage of a member of the immediate family where extensive travel is required, taking a test at college if the test cannot be scheduled on another day, etc.

Unacceptable causes in this category would include attending a musical or recreational event, working at home, moving to a new residence (an exception would be if legally evicted or if the home previously lived in were destroyed), going hunting, fishing, staying home to be with a guest, going shopping or looking for another job, etc.

A teacher asking for an “unavoidable” leave should, if possible, contact the principal and Superintendent in advance so that a decision can be rendered before the leave is needed. A teacher forfeits a day’s pay for each and every day of unacceptable leave. It is not permissible for a teacher to pay the substitute and be paid the difference for a day of unacceptable leave.

Adopted: 03/23/78  
Revised: 05/27/83

6.11

## **CERTIFICATION**

Effective October 1, 1978, it shall be the Policy of the Calhoun County Board of Education that any educator who is not certified as prescribed by the State Department of Education of the State of Alabama for a particular job which is to be performed and regularly employed by this Board, shall be prohibited from working directly with students of this school system, either gratuitously or for compensation, until such person has been duly approved in writing by the County Superintendent.

Adopted: 10/26/78

6.12

## **SAFEGUARDING INSTRUCTIONAL TIME**

### **INTRODUCTION**

In that to receive instruction is the basic purpose for which students attend school, it behooves administrators to provide every opportunity to avoid loss of instructional time by teachers. Teachers and administrators should be aware that the measure of success of the schools will be determined by the degree of how well the citizens are educated.

### **DEFINITIONS**

Class-time, instructional time, class period – The amount of time in a school day allotted to the instruction of students in specified subject matter.

Instructional day – Same as the scholastic day (360 minutes).

Fund raising activities – Those activities designed to raise money for specific objectives.

Teaching duties – All activities associated with the teaching of students.

Paraprofessionals – Persons engaged or employed to work with school professional staffs in secondary or supplemental capacities; e.g., school aides, teacher aides.

Volunteers – Those who render service without remuneration.

### **GUIDELINES FOR POLICY IMPLEMENTATION**

1. Each local school will insure that instructional time is guarded and reserved for instruction only.
2. Teachers and students shall not be involved in activities such as fund-raising and other functions non-related to instruction during designated class-time.
3. Instructional time shall be safeguarded against unnecessary and unscheduled interruptions by disallowing visitation by non-instructional persons and intercom usage.
4. A teacher's instructional duties shall be his/her prime responsibility during the instructional day.
5. Teachers should use release time from scheduled instruction for interaction with colleagues and for other types of instructional preparation.

Adopted: 08/23/84

6.13

## **SOLICITATIONS**

### **Solicitations by Staff Members**

Professional staff members shall not solicit funds or sell any goods or services on school property except as may be approved by the local school principal and Superintendent of Schools.

All fund raising campaigns conducted by school employees in the community or away from school premises to obtain funds for the school, student body, class or club must have prior approval by the Board and must not be conducted during regular school hours.

Professional staff members shall not furnish lists of students or parents to any commercial firm.

### Solicitation of Teachers

No salesperson, collector or solicitor shall call on a teacher in the Calhoun County School System for any purpose between the hours of 8:00 a.m. to 3:00 p.m. Any other persons who need to contact a teacher during the above hours must do so through the office of the principal.

All visitors who wish to visit in a school must clear through the office of the principal prior to the visit except for special occasions such as open-house or programs such as National Education Week.

Adopted: 03/23/78

6.14

### **GIFTS FROM VENDORS**

In accordance with the State Ethics Law as cited in Section 36-25-2, Code of Alabama, 1975, as amended, which specifies that "It is essential to the proper operations of democratic government that public office not be used for private gain other than remuneration provided by law; and that there be public confidence in the integrity of government," and further states in Section 36-25-5 of said Code that "no public official or employee shall use an official position or office to obtain direct financial gain for himself/herself, or his/her family, or any business with which he/she or a member of his/her family is associated unless such use and gain are specifically authorized by law," the Calhoun County Board of Education adopts the following policy:

The Calhoun County Board of Education and its employees shall not accept gifts of any type from outside agencies or individuals that are a result of business transactions between the school or school system and said agency or individual. Nominal gifts such as meals are permissible so long as they are not associated with business transactions of said Board of Education and employees.

Approved: 02/01/83

6.15

### **EXTRA DUTY**

Professional personnel shall be expected to share in extra duties necessary for the smooth operation of the school.

Adopted: 03/23/78

6.16

### **TUTORING FOR PAY**

Professional personnel shall not receive pay or its equivalent for outside tutoring of students in their classes. Tutoring for any form of remuneration shall not be done during regular school hours.

Adopted: 03/23/78

6.17

## **PROFESSIONAL ORGANIZATIONS**

Professional personnel of the School System shall respect each others rights to choose for themselves the professional organizations with which they affiliate. Membership in all cases shall be on a voluntary basis. No punitive action shall be taken against any person because of their membership in, or because of their failure to join, said organizations.

Adopted: 03/23/78

6.18

## **PERSONNEL EVALUATION**

This policy provides that all personnel employed by the Calhoun County Board of Education shall be formally evaluated at least annually. Principals and immediate supervisors are responsible to ensure that evaluations are performed for all personnel reporting to them, either by personally conducting the evaluation or by delegating the task to an appropriate administrator or supervisor. The Superintendent, school administrators, Central Office administrators and supervisors, all teachers, counselors, librarians, speech therapists, and psychometrists are to be evaluated annually using the state-adopted evaluation process as required by the State Department of Education (SDE).

Support personnel are to be evaluated annually using a locally developed evaluation plan. More frequent evaluations may be appropriate for probationary personnel. Evaluation reports are to be submitted annually to the Superintendent or designee.

Copies of personnel evaluation reports shall be given to employees during the evaluation conference. Copies are to be maintained at the employee's school or other work site, as well as at the Central Office. Upon request, an employee may review his or her own file.

Adopted: 04/25/85

Revised: 09/26/96; 03/25/99; 01/22/04; 10/28/04; 06/18/09

6.19

## **TENURE OF PROFESSIONAL PERSONNEL**

All eligible professional personnel shall attain tenure according to Alabama School Law. Such persons must serve for three consecutive years in their respective positions and be re-employed for the succeeding school year.

## **TRANSFER OF PROFESSIONAL PERSONNEL**

The Code of Alabama provides for transfer of professional personnel by giving notice in writing of intention to transfer, provided such transfer does not result in lower salary. Professional personnel may request transfer to another position for which they are qualified.

## SEPARATION OF PROFESSIONAL PERSONNEL

Professional personnel may be dismissed from positions of employment in accordance with the provisions of the Tenure Law. Professional personnel shall resign in accordance with the provisions of the Tenure Law:

1. Contracts shall not be cancelled by the employee during the school year except by mutual consent.
2. Resignation should be submitted 45 days or more prior to the beginning of a school year.
3. Resignations not in compliance with Alabama law shall be deemed unprofessional and subject to have certificate revoked.

Adopted: 03/23/78

6.20

## **RETIREMENT OF PERSONNEL**

Laws governing the Teacher's Retirement System of Alabama are found in the Code of Alabama and in subsequent acts of the Legislature.

1. All regular, full-time personnel must belong to the retirement system.
2. Each employee has an appropriate percentage of his salary deducted for this purpose.
3. A member of the retirement system who leaves the educational profession may withdraw the full amount of his contributions or leave it on deposit for not more than five years, or as otherwise provided by state laws governing retirement
4. A member of the retirement system may retire at age sixty, or after 25 years of service. Retirement is based on the years of service. Payments (except for disability) will not begin until age 60 or following 25 years of complete service (sick leave may be factored in for years of service only).

Adopted: 03/23/78

Revised: 10/94

6.21

## **PERSONNEL RECORDS**

The Superintendent shall cause personnel records to be kept on each employee. These records shall be complete and up to date.

All information on an employee's records shall be confidential and shall not be released without his approval.

All employees shall furnish the personnel office with teaching certificates, health reports, transcripts or other official papers and information required for the file.

Adopted: 03/23/78

6.22

## **PAYROLL RECORDS**

Payroll records will be kept in such a manner as to enable the School System to provide reports and records to various governmental agencies as well as information to employees with reference to earnings, withholdings, and other deductions. Payroll deductions for insurance, investments, and any other type programs for group participation will be done only when fifty (50) or more employees of the Board wish to participate, except as otherwise required by law.

Deductions, other than those required by law, from employees' checks will be in keeping with written request of individual employees and for purposes approved by the Board.

Adopted: 03/23/78

6.23

## **SALARY SCHEDULE POLICY**

The Superintendent of Schools shall prepare or cause to be prepared salary schedules for all professional and non-professional personnel. The salary schedules shall be presented to the Board for review and approval.

Adopted: 03/23/78

6.24

## **SALARY PAYMENT AND ADJUSTMENTS**

All professional personnel working less than twelve months during the year shall be paid in twelve monthly checks. The first check will be due September 30, and the last check for the year will be due on August 31.

A person leaving the system during the year who does not complete the nine months school year may be paid in full any salary due them at the time of leaving the school system.

### Salary Adjustments

Twelve month (12) certificated employees salary adjustments shall be effective October 1, of the year an adjustment is made.

Less than twelve month (12) certificated employees salary adjustments shall be effective the date of their contract's effectiveness.

Non-certificated employees, who are on twelve months (12) employment, salary adjustments shall be effective October 1, of the year an adjustment is made.



Time between pay steps shall be one (1) year for steps on (1) through four (4), and two years between steps (4) through seven (7), provided funds are available.

Adopted: 08/25/83

Revised: 08/23/84; 03/28/85

6.25

## **ASSIGNMENT OF PERSONNEL**

The Superintendent of Schools may assign and reassign all personnel as the needs of the School System shall require. However, professional personnel are generally certified in specialized fields of study and should be assigned to employment positions based upon certification and other qualifications.

All professional personnel who are eligible for tenure shall be considered as on probationary status until tenure is attained.

All employees who do not plan to be in service the subsequent year should give written notice to the Superintendent of Schools as soon as possible so that the best replacement can be found.

The School System shall notify in writing, all professional personnel on or before the last day of school if their services are to be terminated by the Board.

Adopted: 03/23/78

6.26

## **ALLOCATIONS OF SECRETARIES AND LIBRARY CLERKS**

### **Elementary and Middle Schools**

<u>Student Enrollment</u>	<u>Secretaries</u>	<u>Library Clerks</u>
Below 500	1.5*	0.5
500 & above	2.0*	1.0

### **Unit Schools**

SACS Definition of Unit School: A school that includes grades below 5 and above 8, with one principal and a single campus.

<u>Student Enrollment</u>	<u>Secretaries</u>	<u>Library Clerks</u>
Below 500	1.5*	0.5
500 and above	2.5*	1.0

### **Secondary (High) Schools**

<u>Student Enrollment</u>	<u>Secretaries / Clerks / Library Clerks</u>
Below 600	3.0*
600 to 999	3.5*

1000 & above

4.0\*

**Career Technical Center**

**Secretaries/Clerks**

1.5\*

\* This includes one full-time secretary/bookkeeper whose assigned calendar of working days shall be the same as the school principal. All other secretaries shall work a 182-day calendar.

Adopted: 03/23/78

Revised: 06/29/00; 07/22/04

**CLASSROOM TEACHER SALARY SCHEDULE** 6.27

See Board approved Salary Schedule

**SUPPORT PERSONNEL SALARAY RANGES** 6.28

See Board approved Salary Schedule

**BUS DRIVER SALRY SCHEDULE** 6.29

See Board approved Salary Schedule

**TECHNOLOGY DEPARTMENT SALARY SCHEDULE** 6.30

See Board approved Salary Schedule

**HEALTH SERVICES SALARY SCHEDULE** 6.31

See Board approved Salary Schedule

**SUBSTITUTE PAY SCHEDULE** 6.32

**SUBSTITUTE PAY SCHEDULE**

See also Board approved Salary Schedule.

**SUPPLEMENTS FOR ATHLETIC ASSIGNMENTS\*** 6.33

\*See Board approved Salary Schedule.

Supplements for coaching assignments are paid as compensation for the extended calendar and daily schedule necessary for practice and competition in the respective athletic programs.

Each sport offered must participate in the AHSAA championship program if applicable to the sport and to the level of the sport. (That is, if the AHSAA offers state championship play for the sport, that sport must participate.) The minimum number of competitive events to earn a full supplement is computed by referencing AHSAA handbooks and/or seasonal publications. Varsity "A" and Junior High "A" teams must compete in at least 80% of the maximum number of contests allowed by AHSAA for their respective sports. Varsity "B" and Junior High "B" teams must compete in at least 70% of the maximum number of contests allowed by AHSAA. The school principal is responsible to ensure compliance with this provision.

The Coaching Supplement Schedule establishes the supplement amounts payable for each coaching position. A person serving as either a varsity basketball coach or an assistant football coach may be assigned no more than two (2) category E-K positions. In the event a varsity basketball coach also serves as an assistant football coach, he/she shall not be paid for any additional coaching position (E-K) unless the additional position is submitted in writing to and approved by the Superintendent. Each school is limited to a total of sixteen (16) paid coaching units from columns E-K. Additional sports or supplements require the written approval of the Superintendent, and the school will be required to reimburse the Board for any such additional paid supplement.

The Head Football Coach supplement shall be paid over a twelve-month term from July 1 through June 30 on the last working day of each month; however during holiday months, payment will be based on receipt of state funds. The annual base teacher pay of the Head Football Coach is payable in accordance with the policy applicable to teachers. All other coaching supplements are paid consistent with the annual teacher contract year (September 1-August 31). Any teacher/coach who completes a partial coaching assignment will receive a prorated portion of the relevant supplement.

The Board does not employ general head coaches and/or athletic directors.\* It is expected that the school principal shall serve as the school's athletic director in all cases.

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Any person who elected to be "grandfathered" as a Head Coach in 1999 shall be "grandfathered" for as long as he or she continues as Head Coach and shall be paid in accordance with the pre-existing pay policy for Head Coach. The policy which governs pay to "grandfathered" Head Coaches was adopted 6/26/97, and states as follows:

*Head coaches are paid annual base pay as a teacher together with a twelve month coaching supplement. The total compensation for a head coach (salary and supplement) is calculated by dividing the annual base pay to which the coach is entitled on the teacher salary schedule by 9 and then multiplying the quotient by 12. To determine the portion constituting the supplement, subtract the annual teacher base pay from the total compensation. Thus, the coaching supplement is the difference between the total compensation and the annual teacher base pay to which the coach is entitled.*

*The head coach supplement shall normally be payable over a twelve-month term from July 1 through June 30, on the last working day of each month. The annual teacher base pay is payable over the twelve month term from September 1 through August 31 on the last working day of each month, in accordance with the policy applicable to teachers.*

Revised: 06/24/99; 07/28/05

6.34

## **SALARY AND SUPPLEMENT FOR ASSIGNMENT AS BAND DIRECTOR**

Head band directors are paid annual base pay as a teacher together with a twelve month band director supplement. The total compensation for a head band director (salary and supplement) is calculated by dividing the annual base pay to which the director is entitled on the teacher salary schedule by 9 and then multiplying the quotient by 12. To determine the portion constituting the supplement, subtract the annual teacher base pay from the total compensation. Thus, the band

director supplement is the difference between the total compensation and the annual teacher base pay to which the director is entitled.

The head band director supplement shall normally be payable over a twelve-month term from July 1 through June 30, on the last working day of each month. The annual teacher base pay is payable over the twelve month term from September 1 through August 31 on the last working day of each month, in accordance with the policy applicable to teachers.

Adopted: 07/24/97

6.35

## **SALARY SUPPLEMENTS TO CERTIFICATED PERSONNEL --BY APPROVED ORGANIZATIONS**

Pursuant to the Alabama Ethics Law, certificated personnel are permitted to receive salary supplements from local booster clubs or other approved organizations, but **only** in accordance with the following guidelines:

Teachers, coaches, band directors and other certificated employees of the Calhoun County Schools may receive a salary supplement paid by a booster club or other organization **only** if the employee has first entered an employment contract with the Board that expressly authorizes receipt of such supplements. Only officially recognized, school-affiliated booster clubs, or similar organizations as approved by the Superintendent, may provide salary supplements to employees of Calhoun County Schools under this policy.

At least thirty (30) days prior to the payment of any supplement, an organization must submit notice to the Superintendent of the organization's intent to pay a supplement and the amount of the proposed supplement. All supplements are subject to the Superintendent's approval based upon the criteria stated in this policy. For the supplement to be approved, the following determinations must be made: (1) that the organization proposing to pay the supplement is a qualified, school-affiliated organization as required under this provision; (2) that the employee is employed under a contract authorizing receipt of such supplements; (3) that the supplement does not exceed the limits set forth below; and (4) that the supplement is otherwise consistent with the law and Board policy and practice. Upon approval by the Superintendent, the supplement shall be forwarded to the central office for payment to the employee.

All supplements under this policy are subject to the following limitations. No school employee may receive supplement(s) from a booster club or other organization that, when added to the salary and other compensation paid to the employee by the Board of Education, would cause the employee to receive an amount equal to or in excess of the compensation received by the school principal for the contract year. Stated differently, total supplements received by a school employee during a contract year from booster clubs and/or other approved organizations shall be less than the difference between the total compensation paid to the school principal and the compensation paid to the employee by the Board of Education.

Neither this policy nor the employment contract permitting the employee to receive a supplement from a booster club or other organization should be construed as an agreement, promise, commitment, or guarantee by the Board regarding the payment of any such supplement. Salary supplements by booster clubs and other groups are paid from the funds of the organization(s) and solely at the discretion of the organization(s). The Calhoun County Board of Education and its schools are in no way responsible, obligated, or liable for any such supplemental payment(s) to school employees.

Supplements paid hereunder shall not be construed as earnable compensation for purposes of determining contributions to the retirement system and shall not be counted in determining the average annual compensation of an employee for retirement purposes or for otherwise determining the retirement benefits to which an employee is entitled.

Adopted: 06/26/97

6.36

## **BUS DRIVER EMPLOYMENT PROCEDURE**

The goal of the Transportation Department is to obtain the most competent drivers available to transport our boys and girls to and from school.

With this goal in mind the Calhoun County Board of Education adopts the following procedures for hiring school bus drivers:

1. Fill out an application form. Forms are available at the Transportation Department at Jacksonville or at the Principal's office at school.
2. All applicants must go to the Principal of the respective school for an interview. If applicant is acceptable to the Principal they will come to the Transportation Department at Jacksonville for:
  - a. Interview
  - b. Check references
  - c. Road Test
3. A current personal folder will be maintained on each driver containing the following:
  - a. Application
  - b. References
  - c. Driving Record
  - d. Any other pertinent data

Adopted: 08/22/78

6.37

## **SUPERVISION OF NON-PROFESSIONAL PERSONNEL**

Upon employment, all non-professional personnel shall be assigned duties and responsibilities in accordance with their jobs. Said employees shall be placed under the direct supervision of an immediate supervisor. All complaints, grievances and requests should be made through their supervisor.

Adopted: 03/23/78

6.38

## **ELIGIBILITY TO HOLD SECOND SUPPORT POSITION**

Any person employed by the Calhoun County Board of Education in a full-time or part-time support position may apply and be considered for a second support position, consistent with the following guidelines.

The employee must demonstrate that he or she meets the posted qualifications applicable to all candidates for the position. In addition, due consideration shall be given to the following factors in evaluating an employee's application for a second position: (1) potential conflicts between the duties and responsibilities of the respective jobs; (2) whether employment in the second position will result in excess weekly hours (overtime hours) under federal wage and hour law; and (3) other factors that bear upon an employee's ability to adequately meet the requirements of both positions without hardship or additional expense to the employer.

Adopted: 10/26/00

6.39

## **REDUCTION IN FORCE OF CERTIFICATED PERSONNEL**

The Calhoun County Board of Education retains the sole and exclusive authority to eliminate certificated staff positions, based upon the recommendation of the Superintendent and consistent with applicable provisions of state and federal law. This policy regarding Reduction in Force (RIF) shall be implemented in a nondiscriminatory manner. In the event it becomes necessary to reduce the number of certificated staff employed by the school system and/or to eliminate certificated staff positions beyond normal attrition due to decreased student enrollment, shortage of revenue or other decrease in available funds, curriculum changes, consolidation or reorganization of schools, or other unavoidable cause, the Superintendent shall recommend to the Board the steps needed to meet the required reductions, including but not limited to transfer, non-renewal, and termination. Transfer, non-renewal or termination of employees for other reasons is not a reduction in force. In implementing a RIF, the following procedures shall be used:

Prior to commencing action to terminate tenured teacher contracts, the Superintendent and the Board of Education will first consider staff reductions that may be achieved through voluntary retirements, voluntary resignations, voluntary transfers, voluntary leaves of absence, and administration-initiated transfers.

Based on the philosophy of maintaining the best educational program possible, the Board, upon recommendation of the Superintendent, shall identify grade levels and/or discipline/program areas from which staff members occupying certificated positions are to be reduced in force. For the purpose of reduction in force (lay-off), the following items are defined:

- a. Grade Levels: Pre-school, K-6; 7-12; and such other grade level(s) or combinations thereof as the Board, based upon the recommendation of the Superintendent, may deem appropriate under particular circumstances.
- b. Discipline/Program Areas: administration and supervision; special education; counseling and guidance; vocational programs; federal programs; subject matter or certificate/endorsement areas; and/or other teaching or administrative assignment area(s).

Following the identification of the Grade Levels and/or Discipline/Program Areas, the number of staff to be reduced from each area will be determined by the Board, based on a recommendation of the Superintendent.

In accomplishing the necessary reductions, non-tenured personnel in the specifically identified areas will be terminated before tenured personnel, based upon objective, nondiscriminatory criteria.

In the event that tenured personnel must be released, such personnel within each identified area will be rank ordered from the greatest amount of continuous service time (seniority) to the least

amount of continuous service time within the school system. The staff members with the least continuous service time, based on actual date of employment as reflected in the Board minutes, shall be the first reduced in force, with lay-off continuing in like manner until the necessary reduction is accomplished. In the event two or more staff members have the same amount of continuous service time within the school system based on Board minutes, the following additional criteria will be considered:

- a. Length or total number years teaching service in the school system (i.e., consideration of non-continuous years).
- b. Length or total number years of experience in education.
- c. Degrees and/or certifications held by the staff members (lowest degree/certification to be reduced first).

A tenured staff member selected for lay-off by this procedure may displace a staff member in another Discipline/Program Area and/or Grade Level who has less continuous service time **ONLY IF** the displacing staff member is fully certified and otherwise eligible (including Highly Qualified status as appropriate) for the entire position of the employee he/she seeks to displace. No tenured teacher will be reduced in force under this policy when a position for which the tenured teacher is fully certified and eligible is vacant or occupied by a non-tenured teacher.

The above procedure shall not violate any applicable court order and shall be applied in accordance with the Teacher Tenure Act (Alabama Code sections 16-24-1, et seq.).

The names of tenured personnel reduced in force shall be automatically placed on a school system recall list for a period of one year. Said personnel shall be given the opportunity in reverse order of their lay-off to fill the first comparable employment vacancies for which they are fully certified and qualified. Any tenured employee desiring to be maintained on the recall list for one additional year should so request in writing by certified mail to the Superintendent on or before July 1 of the relevant year. Non-tenured personnel reduced in force may reapply for any position for which they are fully qualified.

Any person recalled in accordance with paragraph 8 above shall be issued a written offer of reemployment by hand delivery or certified mail prior to the proposed date of reemployment. The person recalled must accept or reject the offer of reemployment by writing delivered to the Superintendent within five (5) working days of receiving the offer, or the offer shall be deemed rejected. If a person recalled pursuant to this policy refuses/rejects the first offer of reemployment, all further rights of recall are forfeited.

It is understood that reduction in force constitutes termination of employment and all benefits provided by the school system shall be ceased on the effective termination date in accordance with applicable law. Such termination shall constitute a break in service for purposes of tenure law and lay-off time will not be credited as service time for retirement purposes. Re-employed certificated personnel shall be credited for prior years of service for salary matrix purposes.

Adopted: 09/25/97  
Revised: 02/24/09

The Calhoun County Board of Education retains the sole and exclusive authority to eliminate non-certificated staff positions, based upon the recommendation of the Superintendent and consistent with applicable provisions of state and federal law. This policy regarding Reduction in Force (RIF) shall be implemented in a nondiscriminatory manner. In the event it becomes necessary to reduce the number of non-certificated / support staff employed by the school system and/or to eliminate non-certificated positions beyond normal attrition, due to decreased enrollment, shortage of revenue or other decrease in available funds, curriculum changes, consolidation or reorganization, or other unavoidable cause, the Superintendent shall recommend to the Board the steps needed to meet the required reductions, including but not limited to transfer, non-renewal, and termination. Transfer, non-renewal or termination of employees for other reasons is not a reduction in force. In implementing a RIF, the following procedures shall be used:

Prior to commencing action to terminate non-probationary employment contracts, the Superintendent and the Board of Education will first consider staff reductions that may be achieved through voluntary retirements, voluntary resignations, voluntary transfers, voluntary leaves of absence, and administration-initiated transfers.

Based on the philosophy of maintaining the best educational program possible, the Board, upon recommendation of the Superintendent, shall identify the Areas/Departments and/or Sites/Facilities from which staff members occupying non-certificated or support positions are to be reduced in force. For the purpose of reduction in force, the following definitions apply:

- a. Areas/Departments: Child Nutrition Program; maintenance; secretarial / clerical / bookkeeping; instructional assistants / aides / paraprofessionals; special education aides / paraprofessionals; technology workers; health service workers; custodial / janitorial; bus drivers; other transportation workers; or such combinations or subcategories thereof as the Board, based upon the recommendation of the Superintendent, may deem appropriate under particular circumstances.
- b. Sites/Facilities: Central Office / Annex; transportation facility; maintenance facility; local schools; or such other facilities or combinations thereof as the Board, based upon the recommendation of the Superintendent, may deem appropriate under particular circumstances.

Following the identification of the Areas/Departments and/or Sites/Facilities, the number of staff to be reduced from each area or site will be determined by the Board, based on the recommendation of the Superintendent.

In accomplishing the necessary reductions, probationary personnel in the specifically identified areas will be terminated before non-probationary personnel, based upon objective non-discriminatory criteria.

In the event that non-probationary personnel must be released, such personnel within the identified Areas/Departments and/or Sites/Facilities will be rank ordered from the greatest amount of continuous service time (seniority) to the least amount of continuous service time within the school system. The staff members with the least amount of continuous service time, based on actual date of employment as reflected in the Board minutes, shall be the first reduced in force, with lay-off continuing in like manner until the necessary reduction is accomplished. In the event two or more staff members in the identified area have the same amount of continuous service time within the school system based on Board minutes, the following additional criteria will be considered:



- a. Length or total number years of service in the Calhoun County School System (i.e., consideration of non-continuous service years, such as work as a substitute).
- b. Total years of work experience in related or comparable positions.
- c. Level of formal education attained by the staff member.

A non-probationary staff member will not be reduced in force when a position within the same Area/Department, and for which the non-probationary person is fully qualified, is either vacant or occupied by probationary personnel. Non-probationary status shall be determined in accordance with the Fair Dismissal Act, Sections 36-26-100, et seq., Code of Alabama.

A staff member selected for lay-off by this procedure may displace a staff member in another Area/Department who has less continuous service time **ONLY IF** the following criteria are met: (1) every effort has first been made to exhaust all vacancies or displacement opportunities within the same Area/Department; (2) the displacing staff member is fully qualified for (including any required license) and capable of handling the entire position of the employee he/she seeks to displace, subject to Department and Board guidelines; and (3) a written request for such Area/Department transfer is submitted to the Superintendent within ten (10) calendar days of notice of the force reduction (certified mail preferred to assure receipt). A list of non-certificated / support positions in each Area/Department, indicating length of continuous service of position occupants, shall be made available upon request.

*NOTE: A person occupying a non-certificated position (i.e., a position for which certification is not required) but who holds a state teaching certificate will NOT be permitted to displace certificated personnel occupying certificated positions.*

The names of non-probationary support personnel reduced in force shall be automatically placed on the school system recall list for the appropriate Area/Department for a period of one year. Said personnel shall be given the opportunity in reverse order of lay-off to fill comparable employment vacancies within their Area/Department for which they are fully qualified. Said personnel shall also be given the opportunity in reverse order of lay-off to fill employment vacancies for which they are fully qualified and capable in other Areas/Departments, but only upon written request submitted to the Superintendent within ten (10) calendar days of employment termination that they be placed on other specified Area/Department recall list(s) (certified mail preferred to assure receipt). Any non-probationary employee desiring to be maintained on the recall list(s) for one additional year should so request in writing by certified mail on or before July 1 of the relevant year. Probationary personnel reduced in force may reapply for any position for which they are fully qualified.

Any person recalled in accordance with paragraph 8 shall be issued a written offer of reemployment by hand delivery or certified mail prior to the proposed date of reemployment. The person recalled must accept or reject the reemployment offer by writing delivered to the Superintendent within five (5) working days of receipt of offer, or the offer shall be deemed rejected. If a person recalled pursuant to this policy refuses/rejects the first offer of reemployment, all further rights of recall are forfeited.

It is understood that reduction in force (lay-off) constitutes termination of employment and all benefits provided by the school system shall be ceased on the effective termination date in accordance with applicable law.

Adopted: 09/25/97

Revised: 02/24/09

6.41

## **DRUG-FREE WORKPLACE POLICY**

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of employees and the public at large, and may cause damage to System property. Therefore, it is the policy of the Calhoun County Board of Education that the unlawful manufacture distribution, dispensation, possession, or use of a controlled substance in the System's workplace is prohibited. Any employee violating this policy will be subject to disciplinary action, including termination of employment. The specifics of this policy are as follows:

1. The Calhoun County Board of Education does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on System premises will be subject to disciplinary action, including termination of employment.
2. The term "controlled substance" means any drug listed in 21 U.S.C. 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine (including "crack"), and PCP. They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each employee is required by the Drug-Free Workplace Act of 1988 to inform the Calhoun County Board of Education, within five (5) days after he or she is convicted for a violation of any federal or state criminal drug statute where such violation occurred on System premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence of a judge or jury in any federal or state court.
4. The Calhoun County Board of Education must notify the U.S. Department agency by which the grant was made within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such a conviction.
5. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to disciplinary action, including termination of employment. Alternatively, the System may require the employee to finish successfully a drug abuse program sponsored by an approved private or governmental institution.
6. As a condition of further employment on any federal government grant, the Act requires all employees to abide by this policy.

### **DRUG-FREE WORKPLACE ACKNOWLEDGMENT**

Calhoun County Board of Education Policy Information On  
The Drug-Free Workplace Act of 1988 (P.L. 100-690)  
Effective March 18, 1989

To the Employee:

This acknowledgment must be completed, signed, and returned to your immediate supervisor.

I, \_\_\_\_\_, an employee of the Calhoun County Board of Education, hereby certify that I have received a copy of this system's policy statement regarding the maintenance of a drug-free workplace. I realize that the manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on this System's premises and violation of this policy can subject me to disciplinary action, including termination of employment. I realize that as a condition of employment by this system, a federal grantee, I must abide by the terms of this policy and will notify the Calhoun County Board of Education, of any criminal drug conviction for a violation

occurring in the workplace no later than five (5) days after such conviction. I understand that on-the-job drug use is specifically prohibited by the rules of the Calhoun County Board of Education and that the penalties may include termination of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adopted: 09/28/89

6.42

## **DRUG AND ALCOHOL TESTING OF DESIGNATED EMPLOYEES**

1. In compliance with the Omnibus Transportation Employee Testing Act of 1991 and amendments, as a condition of employment, the Calhoun County Board of Education reserves the right to require designated employees to sign an Application/Employee Consent Form and to submit at any time to drug and alcohol tests to determine the presence of prohibited substances.
2. Objectives:
  - A. To create and maintain a safe, drug-free working environment for all employees.
  - B. To encourage any employee with a dependence on, or an addiction to, alcohol or other drugs to seek help in overcoming the problem.
  - C. To reduce problems of absenteeism, tardiness, carelessness, and/or unsatisfactory matters related to job performance.
  - D. To reduce the likelihood of incidents of accidental personal injury and/or damage to students or property.
  - E. To comply with Federal regulations and requirements of the Omnibus Transportation Employee Testing Act of 1991 with amendments.
  - F. To reduce the likelihood that school property will be used for illicit drug activities.
  - G. To protect the reputation of the school system and its employees.
3. Enforcement
  - A. As a condition of employment, the Calhoun County Board of Education reserves the right to require all designated employees (defined in its broadest sense as anyone who has a school bus driver's license with the State of Alabama or anyone who drives a vehicle belonging to the Calhoun County Board of Education on a regular basis) to submit at any time to determine the presence of prohibited substances.
  - B. Pursuant to Board policy and procedures, designated employees will undergo testing:
    - (1) At the time of initial employment;
    - (2) When the Board or its designee has reasonable cause to believe an employee has violated its drug and alcohol policy;
    - (3) On a random basis without advance notice;
    - (4) Following any Department of Transportation (DOT) reportable accident.

- C. Conviction for a misdemeanor or felony involving illegal on the job criminal drug activities is not condoned by the Calhoun County Board of Education. Illegal activity includes the use, manufacture, sale, attempted sale, unlawful distribution, possession or receipt, trafficking, attempt, criminal solicitation, or criminal conspiracy involving controlled substances. Criminal involvement with controlled substances has a negative effect on job performance, attendance, the morale, security, and safety of employees and students. Employees who are convicted of on the job or off the job criminal drug activity are subject to discipline up to discharge.
  - D. Employees convicted of alcohol related traffic violations, including driving under the influence while on or off the job, will be subject to discipline including termination.
  - E. The Calhoun County Board of Education will provide referral information and resources as required under the Department of Transportation regulations, but will not be responsible for providing benefits or assuming any financial responsibility for evaluations, counseling, or rehabilitation services under this policy. These costs are entirely the responsibility of the employee.
- 4. Procedures for implementing the required drug and alcohol testing will be developed and approved by the Calhoun County Board of Education.
  - 5. The results of drug and alcohol testing will not be released by the Calhoun County Board of Education, beyond the Medical Review Officer and the school system's management, without the individual's written authorization.

Adopted: 12/16/94

6.43

## **DRUG AND ALCOHOL PROGRAM PROCEDURES**

### **Introduction**

Experience and research has proven that even small quantities of narcotics, abused prescription drugs or alcohol can impair judgement and reflexes. Even when not readily apparent, this impairment of judgement and reflexes can have serious results, particularly for employees operating vehicles or potentially dangerous equipment. Drug using employees are a threat to co-workers, school safety, and themselves, and they may make costly errors. For these reasons, the Calhoun County Board of Education has adopted a policy that all employees must report to work completely free from the presence of drugs and/or the effects of alcohol.

### **I. Drug Use/Distribution/Impairment/Possession**

All employees are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, abused prescription drugs or any other mind altering or intoxicating substances present in their system while at work or on duty.

### **II. Alcohol Use/Possession/Impairment**

All employees are prohibited from possessing, drinking, or being impaired or intoxicated by alcohol while at work or on duty. While employees are prohibited from having any alcohol present in their system while on duty, a Breath Alcohol Concentration (BrAC) of 0.040 will be accepted as presumptive evidence of intoxication.

### **III. Off-Duty Conduct**

Off-the job use of drugs, alcohol, or any other prohibited substances which result in impaired work performance, including, but not limited to, absenteeism, tardiness, poor work product, or harm to the school system's image or relationship with society is prohibited. Employees should realize that these regulations prohibit all illicit drug use on and off duty.

### **IV. Prescription Drugs**

The proper use of medication prescribed by a physician is not prohibited; however, the Calhoun County Board of Education prohibits the misuse of prescribed (or over the counter) medication and requires all employees using drugs at the direction of a physician to notify the Calhoun County Board of Education's Medical Review Officer (MRO), or their supervisor where these drugs may affect their job performance, such as by causing drowsiness.

### **V. Substance Screening**

#### **A. Applicants**

Substance screening is required for all designated final applicants, either alone or as part of a pre-employment physical examination. Applicants are required to sign a consent/release form before submitting to screening. Applicants will be disqualified for hire if they test positive, refuse to submit to a test, or refuse to execute the required consent/release form.

#### **B. All Current Designated Employees**

##### **1. Reasonable Cause**

All current designated employees will be required to submit to screening whenever a supervisor observes circumstances which he/she believes indicate that an employee has used a controlled substance or otherwise violated the substance abuse rules. Among other things, reasonable cause testing may result from supervisor observation, co-worker complaints, performance decline, attendance or behavior changes, involvement in a workplace or vehicular accident, or other actions which indicate a possible error in judgement or negligence, or other violation of the Calhoun County Board of Education policy.

The supervisor or supervisors requesting testing shall prepare and sign written documents explaining the circumstances and the evidence upon which they relied, within 24 hours of the testing or before the results of the test are released, whichever is earlier. While one supervisor may request a reasonable cause test, when feasible, supervisors are encouraged to obtain a second supervisor as a witness.

##### **2. Random Testing**

The Board will conduct random unannounced screenings of all designated employees. The Calhoun County Board of Education will administer tests of employees in a number equal to or greater than 50% for drug screens and 25% for alcohol screens of the work force without advance notice in the first 12 months of testing. There will be no maximum number of samples that any one individual will

be required to provide during the testing schedule. Subsequent testing will be conducted at levels equal to or greater than the initial testing schedule. Alabama Industrial Medicine/Drug Free America will provide computerized random sample lists to the Program Administrator. The list of employees in the random pool will be updated on a monthly basis. Employees will be required to report to Calhoun County Board of Education designated collection sites for testing as soon as possible, but in no case later than two hours following notification. Annually, the test will be spread reasonably over the 12 months.

### **3. Post Accident Testing**

Employees are required to immediately notify the Program Administrator of any accident resulting in injury or damage to school system property. This policy requires an employee involved in a DOT reportable accident as defined in the Federal Motor Carrier Safety Regulations to undergo substance screening to the schedule provided in the DOT regulations. This should be done, if possible, within two hours of the occurrence of the accident or incident. The Calhoun County Board of Education will discipline, including discharge, any employee who fails to report an accident or submit to substance screening where it is required by law or this policy. The Program Administrator will complete an accident report in compliance with required Calhoun County Board of Education Policy.

## **C. Testing Procedures**

### **I. General Guidelines**

The Calhoun County Board of Education, the Contractor, and its laboratory shall rely, when practical, on the guidelines of the Federal Department of Transportation Procedures for Transportation Workplace Drug Testing Programs.

### **2. Substance for Which Screening is Conducted.**

Designated employees will regularly be tested for; amphetamines, cannabinoids, cocaine, opiates, and phencyclidine, as well as alcohol. Employees may be tested for other substances without advance notice as part of a separate test performed by the Calhoun County Board of Education for safety purposes. Such tests will be coordinated with the Program Administrator.

### **3. Testing Procedure**

Urinalysis will be utilized in test for illicit drugs as prescribed in the Department of Transportation regulations. All initial positive urine specimens will be confirmed by gas chromatography/mass spectrometry (GC/MS). All alcohol testing will be done utilizing a DOT approved Evidential Breath Testing Device (EBT).

## **D. Collection Sites**

The Calhoun County Board of Education and/or Contractor, will designate collection sites in areas where it maintains facilities or job sites where individuals may provide specimens.

## **E. Collection Procedures**

The Board, the contractor, and the laboratory, have developed and will maintain a documented procedure for collecting, shipping, and accessing urine specimens. The Board, the contractor, and the laboratory will utilize a standard Urine Custody and

Control Form for all employee testing. A tamper-proof sealing system, identifying numbers, labels and sealed shipping containers will also be used. All specimens will be collected utilizing the split-specimen method.

Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain a proper collection procedure. All designated employees will be required to execute the Calhoun County Board of Education Applicant/Employee Consent Form.

#### **F. Occasions When the Collection Personnel Should Directly Observe the Specimen Being Provided**

The Board has adopted the direct observation procedures as set out in Section 40.25 of the Department of Transportation regulations. An Employer or Medical representative at the collection site may directly observe the employee provide the urine specimen where there is reason to believe that an individual may alter or substitute the specimen. Section 40.25 (e) (2) sets out the only four circumstances where direct observation is appropriate.

- (1) The employee has presented an urine specimen that falls outside the normal temperature range, and the employee declines to provide a measurement of oral body temperature by sterile thermometer, or the oral thermometer does not equal or exceed that of the specimen.
- (2) The last urine specimen provided by the employee (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and creatinine concentration below .2 g/L.
- (3) The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye in specimen as presented, etc.).
- (4) The employee has previously been determined to have used a controlled substance without medical authorization and the particular test is being conducted as a part of a rehabilitation program or on return to duty basis after any required rehabilitation.

A second specimen should be obtained under direct observation whenever there is reason to believe that the individual may have altered or substituted the specimen.

Where necessary, a Board representative or medical personnel, may obtain a specimen outside of a designated collection site (such as, at a public restroom at an accident investigation).

#### **G. Evaluations and Return of Results to the School Board**

##### **All Employees**

##### **Drug Testing**

The laboratory will transmit (by fax, mail, or computer, but not orally over the telephone) the results of all tests to the Board's Medical Review Officer. The MRO will be responsible for reviewing the quantified test results of employees and confirm that the individuals testing positive have used drugs in violation of Board policy. Prior to making a final decision, the MRO shall give individuals an opportunity to discuss the results either face to face or over the telephone.

The Medical Review Officer, or his designated agent, shall promptly report the results of all tests to the Drug Program Coordinator.

### **Alcohol Testing**

Employee testing > .04 concentration of alcohol.

The employee will be removed from safety-sensitive function. The employee will be evaluated by a Substance Abuse Professional (SAP). The SAP determines if the employee requires rehabilitation and makes the referral as indicated. The employee must undergo return-to-duty and follow up testing as required by the Act.

Employee testing between .02 and .039 concentration.

The employee will be removed from safety-sensitive function until they test below .02 or their next duty period, which must be at least 24 hours.

### **H. Release of Test results**

Test results shall not be released by the Board, beyond the MRO and Board's management without the individual's written authorization.

However, all employee will be required to execute a consent/release form permitting the Board to release the test results and related information to the Unemployment Compensation Commission or other relevant government agency.

The Medical Review Officer shall retain the individual test results for positive specimens for five (5) years and negative for twelve (12) months.

## **VI. Discipline**

The Board will discipline, including discharge, employees for any violation of the policy, including refusing to submit to screening, to execute a release, or otherwise cooperate with an investigation or search by management.

All current employees who test positive in a confirmation substance abuse test will be subject to discipline up to and including discharge.

The Calhoun County Board of Education will provide referral information and resources as required under the Department of Transportation regulations, but will not be responsible for providing benefits or assuming any financial responsibility for evaluations, counseling, or rehabilitation services under this policy. These costs are entirely the responsibility of the employee.

## **VII. Employee Assistance Program (EAP)**

The Calhoun County Board of Education Employee Assistance Program shall include:

(a) education and training for covered employees, supervisors and school administrators, including:

1. effects and consequences of substance use on personal health, safety and work;



2. manifestations and behavioral causes that may indicate substance use; and
3. documentation of the training provided.

(b) a written statement of file and available at the Board of Education Office, outlining the Employee Assistance Program.

The Program Administrator should be contacted for further guidance.

### **VIII. Note**

These procedures should not be construed as contractual in any nature. They represent the Board's current guidelines in dealing with a developing problem under evolving laws and facts, and may be changed without advance notice.

Adopted: 12/16/94

6.44

## **COMPREHENSIVE POLICY FOR GUN-FREE SCHOOLS**

### Comprehensive Policy

The purpose and effect of this policy shall be the implementation and enforcement under one comprehensive policy of all state and federal laws prohibiting guns and deadly weapons in the schools. In accordance with applicable state and federal laws and regulations,\* the Calhoun County Board of Education prohibits any person, other than authorized law enforcement personnel, from the possession or transport of any firearm, dangerous weapon, or similar dangerous instrument in any school building, on school grounds, on school vehicles, and/or at school-sponsored events. "Firearm" is defined as set forth at Section 921 of Title 18 of the United States Code. A "dangerous weapon" is any object that is designed, made or adapted for the purpose of inflicting death or serious injury.

This prohibition is inclusive of students, school personnel, and visitors, regardless of whether such person holds a license or permit to possess said firearm or weapon. This prohibition shall apply regardless of whether said firearm or weapon is loaded or unloaded and/or functional or nonfunctional.

Law enforcement officials shall be notified of violations under this policy and criminal charges shall be filed as warranted.

### Students

Notwithstanding any criminal penalties which may also apply, any student who violates this policy shall be administratively punished in accordance with the Code of Student Conduct. Possession of a firearm and possession of a deadly weapon are each classified as a Severe Violation of the Code of Student Conduct, requiring notification of parents and law enforcement officials and referral to the Superintendent for expulsion proceedings.

Any student who commits a violation involving possession of a firearm shall be expelled from attending regular school for a minimum period of one year, unless such penalty is modified by the Superintendent or his/her designee based upon extenuating circumstances as determined by the Superintendent on a case-by-case basis. Students expelled for possession of firearms may be permitted to attend the Alternative School or other alternative setting if deemed appropriate upon consideration of all circumstances. Students removed from the regular school setting shall not be

readmitted until such person has satisfied all appropriate requirements imposed by the Superintendent or his/her designee as a condition for readmission.

Discipline of students with disabilities for violation of this policy shall be determined on a case-by-case basis in accordance with the requirements of the IDEA and Section 504 of the Rehabilitation Act.

### Personnel

Notwithstanding any criminal charges which may be imposed, school personnel who violate this policy shall be subject to disciplinary action by the Board of Education, up to and including termination of employment if circumstances so warrant. Any termination action shall be in accordance with the provisions of Chapter 24 of Title 16 of the Code of Alabama or other applicable law.

\*See 18 U.S.C. sections 921, 922, 924, 20 U.S.C section 8921; Ala. Code sections 16-1-24.1,-24.3; Ala. Code section 13A-11-72; and section 290-030-010-06(2)(h) of the Administrative Code of the Alabama State Department of Education.

**CROSS REFERENCE: CHAPTER FIVE, STUDENTS, 5.13**

Adopted: 11/20/97

6.45

## **PROHIBITION OF TOBACCO PRODUCTS**

### **General Policy:**

Use of tobacco products on school property is strictly prohibited. This prohibition is inclusive of school personnel, as well as students and visitors. School property is inclusive of athletic fields and facilities. Noncompliance with this policy could result in loss of federal funding.

### **Employees:**

Employees of Calhoun County Schools who use tobacco products on school grounds shall be subject to disciplinary action by the Board of Education, which shall include, in the following order: (1) verbal warning; (2) written reprimand; (3) suspension of up to seven school days; and (4) termination. Although violations will normally be addressed in the above-stated order, the Superintendent may exercise discretion to implement the more serious penalties in the case of blatant and highly visible violations.

### **Students:**

Use or possession of tobacco products by students on school property, school-owned vehicles, and/or at school-sponsored events is prohibited. A violation of this policy is classified as a Major Violation of the Code of Student Conduct. Violators are subject to suspension, Alternative School assignment, or expulsion in accordance with the guidelines regarding Disciplinary Action for Major Violations as set forth in the Student Handbook and Code of Student Conduct.

**CROSS REFERENCE: CHAPTER FIVE, STUDENTS, 5.14**

Adopted: 11/20/97

Revised: 08/23/01; 10/28/04

## Staff Access to Networked Information Resources

With the spread of telecommunications throughout the modern work place, the Board recognizes that employees will shift the ways they share ideas, transmit information, and contact others. As staff members are connected to the global community, their use of new tools and systems brings new responsibilities as well as opportunities.

The Board expects that all employees will learn to use electronic mail and telecommunications tools and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent to provide staff with training in the proper and effective use of telecommunications and electronic mail.

The network is provided for staff and students to conduct research and communicate with others. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communications will apply. Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees because messages are not entirely secure.

Communication over networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system. Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

The Board encourages staff to make use of telecommunications to explore educational topics, conduct research, and contact others in the educational world. The Board anticipates that the new systems will expedite the sharing of effective practices and lessons across the district and will help staff stay on the leading edge of practice by forming partnerships with others across the nation and around the world. Excessive personal use is discouraged.

The following behaviors are not permitted on district networks:

- Sharing confidential information about students or employees
- Sending or displaying offensive, obscene, or sexually explicit messages or pictures
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- Harassing, insulting or attacking others
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
- Violating copyright laws
- Loading or downloading software without proper authorization
- Using others' passwords or account information
- Trespassing in others' folders, documents, or files
- Intentionally wasting limited resources
- Employing the network for personal gain, commercial, or illegal purposes
- Incurring unauthorized financial obligations for the school or school system.
- Promoting, supporting or celebrating religion or religious institutions

Staff members are responsible for:

- Maintaining network security and confidentiality of records by:
- Keeping passwords secret
- Logging off the Internet and/or the network when not using a computer
- Supervising student use of technology (including network resources, individual computers, and Internet access)
- Any damage which occurs because of their misuse of network resources (i.e. downloading or loading files or software without permission).
- Any unauthorized financial obligations incurred through system-provided network access.

The Technology Director is authorized to monitor and report inappropriate behaviors to the employee's supervisor who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be investigated and routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and/or appropriate disciplinary action up to and including termination. When applicable, law enforcement agencies may be involved.

### **Disclaimers**

The Calhoun County School System makes no warranties of any kind, either expressed or implied, for the provided access. The staff, the school and the Calhoun County Board of Education are not responsible for any damages incurred, including but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on CCS resources, or for personal property used to access system resources; for the accuracy, nature, or quality of information stored on system resources; for unauthorized financial obligations incurred through system-provided access. Further, even though the system will use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy.

### Procedures

Superintendent or designee is authorized to develop and make available procedures, guidelines, and forms consistent with implementation of this policy.

Each employee will be provided access to this policy and will sign an agreement to abide by its terms before establishing an account.

Adopted: 11/20/97

Revised: 07/26/01

6.47

## **Professional Development Policy**

Quality teaching has a direct impact on student learning. For quality teaching to occur, teachers and school leaders must continuously participate in professional development activities in order to increase their skills, knowledge, and abilities. Effective professional development activities are sustained over time and do not occur in isolation. Professional development activities—the teacher as a learner—must be relevant to identified needs, should promote collaboration, and be supported by job embedded activities.

At times, teachers are selected, on the basis of their exemplary knowledge and teaching skills in their assigned content area, to use their content-related knowledge and teaching skills to advance the same content area by teaching other teachers; developing curricula, teaching tools, or student assessments; or similar activities—the teacher as a “doer.” This policy recognizes the value of these professional activities and provides for the awarding of professional development points, accordingly.

A clear distinction has been drawn at the state level between high-quality professional development—which can be used for credit for teacher certificate renewal, SACS/CASI accreditation and other official purposes—and “professional service” which cannot be considered for such credit. Professional services are those

activities that are required of a teacher by virtue of the fact that he/she is employed as a teacher. Professional services include, but are not limited to:

- attending Institute Day;
- attending faculty meetings;
- serving on school-based committees (e.g., SACS/CASI, BBSST, textbook review, IEP/MET);
- conducting parent conferences;
- attending PTA/PTO meetings;
- attending orientation or awareness sessions (e.g. for products and/or services under consideration, new laws, and/or regulations);
- attending sessions on legal requirements (e.g., special education procedures, test administration procedures, sexual harassment); and
- attending meetings for explanations of administrative procedures (e.g. PEPE, recordkeeping).

Professional development points will not be awarded for participation in activities that are considered professional services.

There are circumstances in which professional services topics may evolve into in-depth training that meets the definition and criteria of high-quality professional development. In these cases, professional development points may be properly awarded.

Professional development activities approved by the Calhoun County Board of Education must be based on the standards established by the National Staff Development Council, and approved by the Alabama State Board of Education.

### **Professional Development Standards**

- Effective professional development organizes adults into learning communities whose goals are aligned with those of the school, the district, and the state.
- Effective professional development requires knowledgeable and skillful school and district leaders who actively participate in and guide continuous instructional improvement.
- Effective professional development requires resources to support adult learning and collaboration.
- Effective professional development uses disaggregated student data to determine adult learning priorities, monitor progress, and help sustain continuous improvement.
- Effective professional development uses multiple sources of information to guide improvement and demonstrate its impact.
- Effective professional development prepares educators to apply research to decision making.
- Effective professional development uses learning strategies appropriate to the intended goal.
- Effective professional development applies knowledge about human learning and change.
- Effective professional development provides educators with the knowledge and skills to collaborate.
- Effective professional development prepares educators' to understand and appreciate all students, create safe, orderly and supportive learning environments, and hold high expectations for their academic achievement.

- Effective professional development deepens educators' content knowledge, provides them with research-based instructional strategies to assist students in meeting rigorous academic standards, and prepares them to use various types of classroom assessments appropriately.
- Effective professional development provides educators with knowledge and skills to involve families and other stakeholders appropriately.

### **Implementation**

This policy will be implemented consistent with the *Guidelines for Implementing the Professional Development Policy* ("Guidelines"), as promulgated by the Superintendent. Professional development credit will be awarded upon completion of activities described in the Categories of Professional Development Activities as set forth in the Guidelines. The Superintendent is authorized to revise the Guidelines as necessary and appropriate to ensure alignment of school system practice with state and national standards and initiatives and to otherwise meet the needs of the school system.

Adopted: 04/27/00  
 Revised: 05/11/06

6.48

## **NEGOTIATIONS**

The Calhoun County Board of Education is a public agency of the State of Alabama and its employees are public employees. As such, the Board is forbidden to enter negotiations or collective bargaining.

Adopted: 03/23/78

6.49

## **JOB DESCRIPTIONS**

### **I. Teacher**

**QUALIFICATIONS:** Completion of an undergraduate teacher education program in an accredited institution which has granted a minimum of a bachelor's degree and possession of a valid Alabama teacher's certificate in the assigned field of work.

Demonstration and record of sound moral character

Vocational teachers must have seven (7) years experience in their vocational area plus twelve (12) semester hours in VIE courses at an accredited institution. Two (2) years of trade school count as one (1) year of experience in a vocational area.

**OBJECTIVES:** To improve the climate of the school and to provide fresh learning experiences to learners in order that they might develop their potentials to maximum levels.  
 To provide guidance in establishing personal relationships and ethical and moral values

To encourage the development of a positive self-concept and to promote the goal of a learner becoming a contributing member of society

REPORTS TO: The principal or designee

SUPERVISES: Students, non-professional staff, community volunteers, and other professional teachers as assigned.

#### Enumeration of Teacher Duties

##### 1. Instruction, Supervision, Curriculum, Classroom Management, and Evaluation

###### a. Instruction

- (1) Create a classroom climate conducive to learning
- (2) Establish student performance objectives on a learning continuum
- (3) Prepare and submit daily and long range lesson plans as requested
- (4) Possess knowledge of and operate various audio-visual equipment
- (5) Use varying media materials to meet individual learner needs
- (6) Actively seek the assistance and advice of central office personnel, principal and other specialists in order to improve instruction.
- (7) Decorate room and bulletin boards to improve classroom environment, to facilitate the learning process, and to reinforce the topic under discussion.
- (8) Utilize available planning time effectively.

###### b. Supervision

- (1) Assist in planning and supervising all school related activities as requested
- (2) Assist new or other teachers as need arises
- (3) Plan and supervise purposeful assignments for non-professional staff and volunteer workers and participate in the evaluative process when requested

###### c. Curriculum

- (1) Plan instruction on the basis of the Alabama State Course of Study and local board of education instructional policies
- (2) Evaluate and make recommendations for curriculum materials
- (3) Employ instructional methods and techniques and materials designed to achieve state goals and related specific objectives

###### d. Classroom Management

- (1) Maintain order in a fair and just manner

- (2) Assist in scheduling school students as requested
- (3) Understand and implement policies, rules and regulations of the local school and the Calhoun County Board of Education.
- (4) Encourage others and assist in maintaining clean and sanitary room conditions (This includes any place in the school that students meet for classes.)
- (5) Assist in the execution of disaster drills and alerts
- (6) Develop democratically with students reasonable rules of school and/or classroom behavior and procedures

e. Evaluation

- (1) Select and administer appropriate testing instruments to determine individual levels of achievement in order to best know how to work with each student.
- (2) Evaluate and report progress of each student as requested

2. Records, Reports and Finance

a. Records

- (1) Provide student statistical data as required
- (2) Keep accurate, up-to-date cumulative student records as required by the local school

b. Reports

- (1) Prepare and turn in promptly all reports requested by principal
- (2) Study and recommend the purchase of instructional aids, supplies and equipment upon request from the school administration at appropriate time when funds are available
- (3) Maintain inventories and submit reports on textbooks, library books, equipment, etc., as requested
- (4) Maintain other files and records as required by the local school principal

c. Finance

- (1) Collect and account for monies as required
- (2) All money transactions should adhere to procedures set forth by the Calhoun County Board of Education

3. Public Relations

Teachers should conduct themselves so that no reproach might be brought against them or their profession. Teachers should participate and encourage students to participate in community activities whenever possible.



a. Student-Teacher Relations

- (1) To hold without exception (except as prescribed by federal law) all information regarding students and families as confidential
- (2) To visit, when possible, in the homes of the students in order to better understand their needs
- (3) To dress appropriately in order to set a good example for students

b. Parent-Teacher Relations

- (1) To make himself/herself available for after school conference time to discuss student progress or lack of progress with parents
- (2) To hospitably welcome parents to the classroom whenever the school sponsors open-house visitation
- (3) To attend and participate in PTA/PTO meetings to promote activities for the betterment of all students

4. Ethical and Moral Values

The teacher should be interested in the worth and dignity of each student as an individual and unique human being. The student is to be guided to realize that he/she can learn and cope with life and the problems which ensue. The teacher is to promote a positive attitude in the student toward himself/herself and others.

a. Moral Values

- (1) To promote and instill in each student a feeling of patriotism and responsibility to the United States Government
- (2) To promote a respect and submission to the authority of governmental officials and those who are appointed to help keep order in our society
- (3) To refrain from the use of alcoholic beverages, drugs, and profanity during school hours and at all school related activities
- (4) To live circumspectly and to be exemplary in practice of moral conduct

b. Ethical Values

- (1) To promote a feeling of fair play in all interactions among students
- (2) To promote honesty, trustworthiness, and sincerity
- (3) To promote harmonious relations and respect among students of different racial and ethnic backgrounds

5. Professional Relations

a. Local Concerns

- (1) To attend and actively participate in all in-service and training activities approved by the Board of Education and its designees
- (2) To attend scheduled faculty and/or staff meetings as required or requested by the principal
- (3) To cooperatively work with other teachers and with those who are designated as subject or grade level chairpersons, supervisors, etc.
- (4) To work with evaluation personnel designated by the Board of Education to the goal of improving teaching
- (5) To share with colleagues information leading to their professional growth

b. State and National Concerns

- (1) To become members of various professional groups in which job assignments place interests
- (2) To be bound by the code of ethics adopted and published by the National and State Education Associations

6. Other Responsibilities

To perform other duties as assigned by the principal

Adopted: 04/25/78

Revised: 09/26/85

## **II. BAND DIRECTOR**

QUALIFICATIONS: A Bachelor's Degree in Music  
An Alabama Teaching Certificate

REPORTS TO: Principal

### Duties and Responsibilities

1. The principal of the school is responsible for the total school program; therefore, the band director is responsible to the principal of the school for the musical program under his/her supervision.
2. The band director is employed as a teacher during the regular school day and should perform such classroom duties as assigned by the principal in the area of music and/or band and academic subjects if necessary.
3. In addition to the regular teaching assignments during regular school hours, other duties shall consist of but not be limited to the following:
  - a. Auxiliary rehearsals – a minimum of 30 hours a month during spring and summer months.

- b. Be responsible for band performances at ballgames and contests and performances in accordance with local school, County, State and Federal regulations where applicable.
  - c. Conduct drill and practice sessions as approved by the principal.
  - d. Supervise the conduct of band members at all performances.
  - e. Participate in Band Boosters activities.
  - f. Attend auxiliary camp during summer months.
  - g. Attend band camp during summer months.
  - h. Participate in district and special contests, conforming to local school, Board of Education and State regulations.
  - i. Work through the principal in arranging transportation for band members when performing away from home.
  - j. Supervise and care for equipment, materials and supplies under his/her supervision.
  - k. Requisition, with the approval of the principal, equipment, materials and supplies.
4. Perform other duties as assigned by the principal.

Adopted: 03/23/78  
 Revised: 09/26/85

### **III. HEAD COACH**

QUALIFICATIONS: A Bachelor's Degree, Minimum

REPORTS TO: The Principal

#### Duties and Responsibilities

1. The principal is responsible for the athletic program; therefore, the designated head coach will be responsible to the principal. The head coach will work under the direction of the high school principal, assuming responsibilities/duties as directed or assigned by the principal.

The head coach may be responsible, as assigned, to the principal for the following activities and/or duties in addition to being head coach of at least one major sport:

- a. Coordinate other sports
- b. Develop and supervise other athletic programs and activities.
- c. Complete athletic reports
- d. Check eligibility lists
- e. Supervise the intramural program if applicable
- f. Maintain play activity areas, inside and outside
- g. Maintain athletic equipment and facilities
- h. Maintain and keep current inventory of equipment, materials supplies.
- i. Requisition athletic supplies, materials and equipment that is needed with approval of principal.

- j. Attend athletic events and assist principal or assistant principal who is in charge of crowd control.
- k. Work with other members of the coaching staff.
- l. Coordinate transportation of athletic activities, complying with Board of Education policies.
- m. Schedule athletic events.
- n. Seeing that appropriate insurance forms are completed.
- o. Coordinate physical examinations for all athletes.
- p. Promote general publicity of athletic program.
- q. Notify officials of athletic schedule and changes.
- r. Any other duties as deemed necessary by the principal

2. Assignment as head coach will be in addition to regular teacher load.

Adopted: 03/23/78

Revised: 9/26/85, 4/04/91

#### **IV. HEAD FOOTBALL COACH**

QUALIFICATIONS: A Bachelor's Degree  
An Alabama Teaching Certificate

REPORT TO: Principal

##### Duties and Responsibilities

- 1. Coach a minimum of eight regular football games
- 2. Perform on-field coaching duties as assigned by Head Coach and/or principal
- 3. Check on insurance and birth certificates for each player
- 4. Make eligibility forms
- 5. Counsel with players
- 6. Conduct spring practice and other practices as required
- 7. Check out equipment
- 8. Requisition equipment through the proper channels with Principal having the final approval
- 9. Maintain and care for equipment checked out
- 10. Check on first aid and taping needed by players
- 11. Scout opponents
- 12. Check on meals and travel arrangements
- 13. Ready field and dressing room for game

14. Review game films
15. Perform other duties as assigned by principal
16. All of the above duties will be in addition to the regular teaching load.

Adopted: 03/23/78

Revised: 09/26/85

## **V. ASSISTANT FOOTBALL COACH**

QUALIFICATIONS: A Bachelor's Degree  
An Alabama Teaching Certificate

REPORTS TO: Principal

### Duties and Responsibilities

The assignments of an assistant football coach should be made by the Head Football Coach with the approval of the Principal. The Assistant Coach will assist the Head Coach as outlined in the job description of the Head Football Coach (page 28-H) as follows:

1. Assist in coaching a minimum of eight regular football games
2. Perform on-field coaching duties as assigned by the Head Football Coach
3. Assist on insurance and eligibility forms
4. Counsel with players relative to problems
5. Assist with spring practice and practice during regular season
6. Assist in maintaining equipment, materials, supplies and football facilities
7. Assist with first aid for players at practice and games
8. Scout opponents
9. Assist with arrangements of meals and travel
10. Assist in reading field and dressing rooms for games
11. Review game films
12. Perform other duties as assigned by the principal
13. The above duties will be in addition to the regular teaching load.

Adopted: 03/23/78

Revised: 09/26/85

## **VI. BASKETBALL COACH**

QUALIFICATIONS: A Bachelor's Degree  
An Alabama Teaching Certificate

REPORTS TO: Principal

Duties and Responsibilities

1. Conduct pre-season practice and during season practice
2. Check on eligibility of players
3. Care for injuries of players
4. Attend clinics, summer and otherwise
5. Make arrangements for scheduled games
6. Arrange for travel when necessary
7. Care for equipment and supplies
8. Requisition equipment and supplies through the proper channels with the Principal having final approval
9. Care for physical facilities
10. Perform any other duties as assigned by Principal
11. The above duties will be in addition to the regular teaching load.

Adopted: 03/23/78

Revised: 09/26/85

**VII. BASEBALL AND/OR SOFTBALL COACH**

QUALIFICATIONS: Bachelor's Degree  
Alabama Teaching Certificate

REPORTS TO: Principal

Duties and Responsibilities

1. Verify eligibility of players.
2. Instruction in the fundamentals of baseball/softball
3. Supervise training and conditioning of players.
4. Supervise the safety, welfare, and conduct of players at practice and games.
5. Conduct practice sessions as needed.

6. Compete in regularly scheduled games during season and area and state playoffs.
7. Requisition equipment and supplies through the proper channels.
8. Proper care of equipment
9. Schedule all games after school hours.
10. Maintenance of playing field
11. Work with principal in securing officials for home games.
12. Arrange transportation for away games in compliance with county and school policies.
13. Attend clinics when applicable.
14. Perform other duties as assigned by the principal.
15. The above duties are in addition to the regular teaching load.

Revised: 9/25/86

### **VIII. CHEERLEADER SPONSOR**

QUALIFICATIONS: Certificated teacher or instructional support personnel on staff at the school \*

*(The Principal should designate whether person is a teacher or instructional support personnel in submitting recommendation to Superintendent.)*

REPORTS TO: Principal

JOB GOALS: Development of cheerleading proficiency, citizenship, and sportsmanship

SUPERVISES: Cheerleading squad, students trying out for cheerleading squad, and volunteers who assist with cheerleaders

#### Duties and Responsibilities:

1. Understands and implements policies, rules, and regulations of the local school and the Calhoun County Board of Education, under the supervision of the Principal.
2. Conducts cheerleader tryouts in accordance with Board policy.
3. Provides instruction and monitors safety for cheerleading squad.
4. Sponsor for varsity cheerleading squad takes varsity cheerleaders to summer cheerleader camp / clinic. (Requirement to take cheerleading squad to clinic may also apply to sponsor(s) for other squad(s), as determined at local school.)
5. Provides supervision at all games and other cheerleading functions.
6. Responsible for arranging transportation of cheerleaders to and from games and other cheerleading functions, including bus requests.
7. Provides appropriate notifications to parents/guardians and obtains necessary parental permission for travel and off-campus activities.
8. Performs other duties as assigned by principal.
9. The above duties are in addition to the regular instructional load.

- \* *Note: This requirement is not intended to affect existing contracts with non-school personnel for the remainder of the current contract year; however, persons who are not employed by the Board as certificated teachers or instructional support personnel may not be employed as Cheerleader Sponsors in the future.*

Approved: 03/23/78

Revised: 09/26/85; 09/24/98

## **IX. GOLF COACH**

QUALIFICATIONS: A Bachelor's Degree  
An Alabama Teaching Certificate

REPORTS TO: Principal

### 1. Duties

- a. Provide instruction and supervision to all students going out for golf. Regular practice is expected from the first week in February until the last week in April.
- b. Golf is an individual sport needing off-season instruction and training. Weekend golf outings to pay different courses are sometimes held for team members during off-season.
- c. Practices should be approximately three to four hours daily or until darkness sets in.
- d. Participate in as many competitive golf matches as constitutes a full golf schedule approved by the head coach and principal.
- e. Participate in the sectional golf tournament put on the A.H.S.A.A. to determine who qualifies for the Alabama High School State Golf Championship (individual and team).

### 2. Duties - Other

- a. Secure a home golf course for golf team to practice and play home matches on. (This means good public relations with the golf club and the school.)
- b. Make sure transportation is provided for all team members or tryouts to all practices and golf matches.
- c. Care for the safety of all players involved.
- d. Since golf matches must be started in early afternoon, make sure parents and school officials understand and agree that any schoolwork missed must be made up.
- e. Be involved in the program at least five days a week for the duration of the program.
- f. Perform other duties as assigned by the principal.
- g. The above duties will be in addition to the regular teaching load.

Adopted: 03/23/78

Revised: 09/26/85



## **X. GYMNASTICS COACH**

QUALIFICATIONS: A Bachelor's Degree  
An Alabama Teaching Certificate

REPORTS TO: Principal

### Duties and Responsibilities

1. Develop policies and requirements for team membership.
2. Conduct tryouts.
3. Practice sessions at least three hours per week, starting in November and at least five hours per week starting in January through the competing season (ending the middle of March).
4. Supervise training and conditioning of participants.
5. Supervise the safety, welfare and conduct of players at practice and meets.
6. Requisition equipment and supplies with the approval of the head coach and/or principal.
7. Schedule a reasonable number of meets, participate in county, district and sectional meets.
8. Schedule all meets after school hours.
9. Make proper preparation for home meets:
  - a. Prepare mats and equipment
  - b. Secure judges and officials
  - c. Provide first aid stations
  - d. Prepare adequate dressing facilities
  - e. For meets away from home provide transportation in compliance with county and school policies.
10. Attend clinics when applicable.
11. Perform other related duties as assigned by the principal
12. The above duties are in addition to the regular teaching load.

Adopted: 03/23/78

Revised: 09/26/85

## **XI. TRACK COACH**

QUALIFICATIONS: A Bachelor's Degree  
An Alabama Teaching Certificate

REPORTS TO: Principal

1. Instructional Duties

- a. Provide instruction and supervisions to all students going out for track. Regular practice is expected from the first week in February until the first week in May.
- b. Track being an individual sports some instruction and supervision is expected in December and January.
- c. Two hours per day should be adequate for training purposes.
- d. Participate in the number of competitive track meets as determined by the head coach and principal, with participation in the county, district and sectional meets as a minimum.

2. Other Duties

- a. Up keep of track and track facilities
- b. Preparation of track for meet
- c. Maintenance of and safe keeping of uniform and track equipment
- d. See that dressing facilities are kept clean and report needed repairs.
- e. See that stadium, including restrooms, are kept clean and ready for track meets.
- f. Submit proposed budget for track to the head coach and principal at the end of May for the next year.
- g. Perform other duties as assigned by the principal
- h. The above duties will be in addition to the regular teaching load.

Adopted: 03/23/78

Revised: 09/26/85

**XII. VOLLEYBALL COACH**

QUALIFICATIONS: A Bachelor's Degree  
An Alabama Teaching Certificate

REPORTS TO: Principal

Duties and Responsibilities

1. Supervise the safety, welfare and conduct of players at practice and games.
2. Supervise training and conditioning of players.
3. Requisition equipment and supplies with the approval of the principal.

4. Schedule all games after school hours.
5. Conduct practice sessions. This should be prior to the regular season or as needed.
6. Make proper preparation for home games:
  - a. Prepare courts
  - b. Secure officials
  - c. Provide first aid stations
  - d. Prepare adequate dressing facilities
  - e. For games away from home provide transportation in compliance with county and school policies
7. Attend clinics when applicable.
8. Perform other duties as assigned by the principal.
9. The above duties are in addition to the regular teaching load.

Revised: 09/25/86

### **XIII. WRESTLING COACH**

QUALIFICATIONS: A Bachelor's Degree  
An Alabama Teaching Certificate

REPORTS TO: Principal

#### Duties and Responsibilities

1. Coach a minimum of eight varsity duel matches and two tournaments.
2. Practice wrestling or be involved in some type of activity for at least two hours per day, five days per week, during the season.
3. Check on insurance and birth certificates of each player.
4. Fill out eligibility forms with A.H.S.A.A.
5. Check on wrestler's scholastic work.
6. Take care of injuries and first aid.
7. Do not over stress weight control.
8. Check out, take up, and take care of equipment.
9. Requisition equipment through proper channels with the principal having the final approval.
10. Set up travel arrangements for each away match and tournament.
11. Ready gym and dressing rooms for matches.

12. Schedule officials for home duel matches.
13. Create spectator interest and good public relations.
14. Perform any other duties as assigned by the principal.
15. The above duties will be in addition to the regular teaching load.

Adopted: 03/23/78  
Revised: 09/26/85

#### **XIV. GUIDANCE COUNSELOR**

QUALIFICATIONS: An Alabama Teaching Certificate in Counseling and Guidance with a minimum of 18 hours in such areas as listed on p.p. 30-31 of Certification of Alabama Teacher, Bulletin No.14, 1966.

Tow years of teaching experience.

REPORTS TO: Principal

##### 1. Counseling Objectives

- a. To help the student develop insight and provide opportunities for development of efficient and appropriate behavioral patterns which facilitate his total development including personal, social and educational growth.
- b. To help pupils in becoming more self-directing individuals.
- c. To assist the student in identifying his abilities, aptitudes and interests by use of standardized instruments and individual and group sessions.
- d. To assist students in the proper course selection consistent with their future plans.
- e. To involve parents, teachers, counselors and administrators in conferences relating to various students needs.
- f. To make use of all types of community services for referral.
- g. To provide adequate up-to-date occupational, educational, and personal-social information.
- h. To assist in curriculum development consistent with the interests and needs of the students as determined by various surveys.
- i. To assist in the smooth functioning of the total school program.

##### 2. Duties and Responsibilities

- a. Provide personal and academic counseling.
- b. Maintain student guidance folders and/or other records as deemed necessary by principal.

- c. Provide student transcripts.
- d. Coordinate conferences with parents and teachers
- e. Provide post-secondary vocational, educational, financial aid information
- f. Work with scheduling of students as requested by the principal
- g. Coordinate college-career programs consistent with Central Office regulation
- h. Compute senior class standings
- i. Coordinate graduation activities as requested by principal
- j. Organize assemblies and field trips for students planning for post secondary education
- k. Provide testing services
- l. Conduct follow-up studies on students (i.e. drop-outs)
- m. Referral of students with special needs to various community agencies
- n. Coordinate the homebound program
- o. Coordinate special education testing and placement
- p. Continuously evaluate guidance functions
- q. Encourage good working relationships with community and school
- r. Disseminate occupational education and person-social information
- s. Assist students in educational placement at the high school and post school level including trades, technical, business and college
- t. Perform other guidance related duties as assigned by the principal of the school

Adopted: 03/23/78

## **XV. VOCATIONAL COUNSELOR**

QUALIFICATIONS: A Master's Degree  
 An Alabama Teaching Certificate  
 A minimum of 18 Semester Hours in Guidance and Counseling  
 Three Years Teaching Experience

REPORTS TO: Principal

### Duties and Responsibilities

1. The principal of the school is responsible for all programs within the respective school; therefore, the vocational counselor reports to and is responsible to the principal.

2. The vocational counselor works with all vocational students in the following areas:
  - a. Administering, scoring and interpreting test to vocational students
  - b. Counseling with students relative to academic, personal, social and vocational problems
  - c. Disseminating career information directly to students
  - d. Coordinates career and vocational information services through classroom teachers
  - e. Works with other counselors within the school relative to vocational students and their problems and future plans
  - f. Keeps records of test results, interest, abilities, and personal data which would be of value in working with students
  - g. Administer, score and interpret the GATB to all students who plan to enter Calhoun County Area Vocational Center as trade students – and to other students on a “needs” basis
3. Placement Services
  - a. Maintains a close working relationship with:
    - (1) Calhoun County Area Vocational Center
    - (2) Post high school trade and technical schools
    - (3) Employment office
    - (4) Local industry and business
  - b. Recommends vocational students for trade school placement
  - c. Assist vocational students in placement in post high school trade and technical schools
  - d. Assist students in obtaining part-time jobs
  - e. Assist students in finding employment after high school
  - f. Conducts surveys as to the availability of jobs in the immediate and surrounding areas
  - g. Works closely with industry and business creating a good working relationship between the school system and industry and business
  - h. Coordinates orientation tours for students to trade school, industry and business
4. Follow-up Services
  - a. Conduct drop-out studies
  - b. Conduct follow-up studies, studying students placed in trade and technical schools and on jobs

## 5. Public Relations

- a. Since the vocational counselor is responsible for working with one or more schools, the local trade school, post high school trade and technical schools, industry and business, it is of paramount importance that the vocational counselor be a person skilled in public relations and be able to create a good working relationship and image of the school system to industry and business.
- b. Must establish and maintain good rapport with classroom teachers in order to effectively disseminate career information.

Adopted: 03/34/78

## **XVI. SPEECH THERAPIST AND/OR PATHOLOGIST**

QUALIFICATIONS: An Alabama Certification in Speech Therapy and/or Pathology

REPORTS TO: Principal/Coordinator of Special Education

### Duties and Responsibilities

1. Responsible to the principal of the school to which assigned
2. Will be assigned the same hours as the other teachers of the school. Any exception to this rule must be approved by the Superintendent.
3. Perform the duties as outlined in the Handbook, which is published by the State Department of Education on Speech, Hearing and Language.
4. Become familiar with the professional responsibilities of the speech, hearing, and language pathologist as outlined in the State Handbook.
5. The forms used for survey, testing and placement by the pathologist for permission to screen, test and place shall be those designed and provided by the Central Office.
6. Perform other duties as assigned by the principal and/or Coordinator of Special Education.

Adopted: 03/23/78

Revised: 09/26/85

## **XVII. TITLE I RESOURCE TEACHER/PARENT INVOLVEMENT SPECIALIST**

DIVISION OF DUTIES: To work approximately 40% Parent Involvement and 60% in Resource Teacher duties

QUALIFICATIONS: Minimum Bachelor's degree with strong teaching experience / elementary background is desirable but not a prerequisite

FUNDING: 100% Chapter I

REPORTS TO: Federal Programs Director

**JOB GOALS:** To assist as directed in implementing professional growth activities, to render broad support services for Title I teachers and teaching assistants, to initiate parent involvement activities in the local schools as well as going into the homes of students whenever appropriate to extend the arm of the school in meeting the educational goals of Title I, to manage resources made accessible and for the assistance of parents, and to monitor closely on a daily basis the implementation of the Title I Extended-Day programs in designated schools

**OPERATIONAL BASE:** Title I schools of the system will be designated as being in the northern district or in the southern district. One Resource Teacher/Parent Involvement Specialist will be assigned to work in each district with each being assigned to work from a base school of operation to serve students in all schools assigned to the district.

**ENUMERATION OF DUTIES:**

**I. Resources Teacher Duties**

A. Primary duties / working with both Title I teachers, teaching assistants, and Extended-Day Title I personnel

1. To work in assigned schools directly with Title I personnel in coordinating efforts with regular program teachers
2. To assist teachers and especially teaching assistants in planning instructional efforts based on student needs
3. To assist in locating / developing teaching materials for Title I students
4. To monitor student folders and to schedule periodic conferences with Title I teachers and assistants in reviewing student progress and to target areas needing attention
5. To keep abreast of instructional materials and developments with an aim toward sharing with Title I personnel
6. To monitor closely student improvement concerns and school improvement needs in applicable schools
7. To monitor Extended-Day classes daily to insure program compliance and serve as a resource for instructional personnel

B. To assist as directed in the following Title I activities

1. Student identification process
2. Title I testing program, inventory of tests and related materials
3. Assessment of test data and subsequent reporting SDE requirements
4. Sustained effects study process
5. Dissemination of information to school personnel, students and parents
6. In-service program activities for Title I teachers and teaching assistants
7. Summer school planning, organization and implementation
8. Needs assessment process
9. Monitoring Title I classes and teaching assistants in the observance of class schedules and general implementation of Title I regulations

**II. Parent Involvement Specialist Duties**

A. Primary duties/working with parents in the coordination of the Title I instructional efforts and the home



1. To plan and implement a program of parent involvement for Title I parents in assigned schools
  - A. Implementation is to take place in the school through parent meetings held by invitation plus going into the homes wherever necessary to accomplish the goal of getting parents involved in the educational process
    - (1) Develop teaching units to teach parents in helping their child(ren)
  - B. Specific items of concern
    1. Maintenance of an information system which flows to the parents of Title I children
      - a. Reasons for child's participation
      - b. Goals of the program
    2. Support parents in encouraging them to work with their children
      - a. Provide parental training to that end in both the home and school
      - b. Develop and give accessibility to parents for source materials in assisting children related to the subject areas of Title I
      - c. Work with school personnel in promoting a working partnership with parents
      - d. Give volunteer parents opportunities to serve at school in areas in which they can be of assistance
    3. Consult with parents regularly to seek their input into Title I functions.
      - a. To assist in policy development regarding parent involvement in program structure and implementation
    4. Provide written communication to parents relative to student progress in the Title I program
      - a. Provide program information to parents on a timely basis
    5. Coordinate accessibility of Title I personnel to parents
    6. Establish and manage a resource materials center for parents of students in certain specified schools

III. Other duties

To do other duties related to the Title I program as assigned

Adopted: 01/23/92

**XVIII. TITLE I RESOURCE TEACHER**

QUALIFICATIONS: Minimum master's degree with strong teaching background: experience in administration/supervision preferred but not prerequisite

REPORTS TO: Title I Coordinator / Federal Programs Director

**JOB GOALS:** To facilitate and implement professional growth activities and render board support services for all Title I personnel: to assist as directed in Title I administration, parent involvement, sustained effects studies, and the filing of State Department reports

**ENUMERATION OF DUTIES:**

1. To organize and manage a Title I student identification system based on a greatest-need criteria system wide
2. To coordinate and supervise the Title I testing program
  - a. To assess test needs and maintain test inventory of materials
  - b. To compile data and file evaluation reports as per SDE requirements
  - c. To conduct a sustained effects study on an on-going basis and report as per SDE requirements
3. To work with the coordinator in dissemination of information relative to Title I regulations to principals, teachers and assistants
4. To plan and implement a program of in-service of Title I teachers and teaching assistants
  - a. To assist Title I personnel in meshing with regular program activities
5. To assist in planning and implementing a system wide program of parent involvement for Title I parents
6. To keep abreast of instructional materials and helps with the aim toward disseminating information to Title I teachers and assistants
7. To monitor Title I classes and teacher assistants in the observance of class schedules, and general implementation of Title I regulations
8. To plan and implement student and school improvement projects wherever required by SDE regulations
9. To plan, coordinate and monitor, as directed, Title I summer school and extended-day programs
10. To perform other Title I related duties as assigned

Adopted: 01/23/92

**XIX. SECRETARY**

**QUALIFICATIONS:** A Reasonable degree of proficiency in typing and general bookkeeping knowledge.

Working knowledge of basic office procedures and the operation of common office equipment and machines

**REPORTS TO:** Principal

**JOB GOAL:** To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

## Performance Responsibilities

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.
2. Be responsible to see that office is staffed during school hours.
3. Maintains such student records as shall be required.
4. Processes all changes and adjustments in student schedules after the second week of the school year under the principal's direction (elementary).
5. Prepares attendance report.
6. Checks on all absentees.
7. Maintains a log of students checking in or out of school
8. Maintains a daily teacher attendance log and the concomitant records for substitute teachers.
9. Prepares all bookkeeping.
10. Receipts and deposits all monies and audits teacher receipt books.
11. Performs all bookkeeping.
12. Performs all lunchroom accounting and reporting.
13. Orders and receives all supplies ordered by principal and teachers.
14. Supervises school store.
15. Assist teachers in preparing instructional materials as requested.
16. Receives and routes all incoming calls.
17. Receives and checks all incoming mail, with principals approval, and replies to correspondence.
18. Schedules parent-teacher conferences at teacher's request.
19. Schedules appointments for principal and teachers.
20. Perform other duties as assigned by the principal.

Adopted: 03/23/78

Revised: 09/26/85

## **XX. SCHOOL BUS DRIVER**

QUALIFICATIONS: Valid Alabama Driver License  
Demonstration and a record of sound moral character

Complete certification requirements for bus drivers

**OBJECTIVES:** To provide accident free transportation of children from their homes to the school and home again.

To create a team effort among the Transportation Department, the school principal, and the children, which leads to a climate in which children feels secure and happy.

**REPORTS TO:** Primarily responsible to the principal of the school being served.

Supervised and disciplined by the supervisor of the Transportation Department.

### Duties and Responsibilities

1. Complete certification requirements.
2. Understand and implement policies, rules and regulations of the local school, Calhoun County Board of Education, and the Transportation Department relating to operation of buses:
  - a. Pre-trip inspection (check water, oil, brakes, lights, mirrors, tires, and clean windows – front and back)
  - b. Warm engine 2 – 5 minutes before starting route.
  - c. Start route on schedule and maintain the same schedule daily, arriving at school promptly giving students time to unload before classes. Be at school on time in the afternoon. Park in your designated area. Stay on the bus while students are loading.
  - d. Maintain discipline in a fair and just manner. Report any discipline problem you can't handle to the proper authority at school. Instruct students as to the proper and safe ways to ride a school bus.
  - e. Obey and observe traffic signals and signs. Drive cautiously and carefully. Report road hazards to proper authority.
  - f. Stay on you designated route. Do not make unauthorized stops. Do not make changes on your route without the permission of the Transportation Supervisor.
3. Keep bus clean inside and outside. Bring the bus to the shop on the proper service dates. Report maintenance problems to the proper authority.
4. Report hazardous bus problems immediately.
5. Keep accurate up to date records as required by local school and Transportation Department. Fill out reports and forms correctly and turn them in on the correct dates.
6. Any other duties pertaining to bus driving that may arise from Transportation Department and/or principal.

Adopted: 08/22/78

## **XXI. MANAGER-CHILD NUTRITION PROGRAM**

REPORTS TO:      CNP Director

JOB GOAL:        To manage the local Child Nutrition Program to assure that meals are nutritionally adequate, standards of safety and sanitation are met, and proper records and reports are maintained.

### Performance Responsibilities

1. Supervise the preparation and serving of food to meet nutritional needs of students.
2. Prepare daily food preparation schedule and work assignments.
3. Prepare reports and maintain records according to policies of the local school and Calhoun County Board of Education.
4. Maintain standards for safety and sanitation to comply with local and state health regulations.
5. Supervise cleaning of work area and equipment.
6. Train and supervise assistants to know and prepare quality food and develop efficient methods of work performance.
7. Maintain proper inventory control of purchased and non-purchased food and supplies.
8. Check, receive, and assure that food and equipment is properly stored.
9. Manage personnel to prevent grievances and undesirable situations. Promote teamwork and efficient production.
10. Assure that type A menu and USDA recipes are being followed.
11. Assist in nutrition education for students as opportunities arise.
12. Promote good public relations with students, faculty, and parents.
13. Possess knowledge of the care and operation of all equipment in the food preparation area.
14. Assist CNP Director in evaluating performance of Child Nutrition Program personnel.
15. Assist in interviewing, hiring, and terminating Child Nutrition Program personnel.
16. Maintain effective communication with principal and Child Nutrition Program Director.
17. Attend local and state continuing education programs, seminars, conferences, and workshops.
18. Keep abreast of new developments in School Food Service.

19. Observe tray assembly to assure that foods are properly portioned to meet type A meal requirements and that food is attractively garnished and arranged on trays.

20. Assist in proper financial accounting of lunchroom funds.

21. Perform other functions as assigned by director.

Adopted: 10/26/78

## **XXII. ASSISTANT MANAGER-CHILD NUTRITION PROGRAM**

REPORTS TO: Manager

JOB GOAL: To assist the Child Nutrition Program Manager in managing local Child Nutrition Program to assure that meals are nutritionally adequate, standards of safety and sanitation are met, and proper records and reports are maintained.

### Performance responsibilities

1. Assume responsibilities of Child Nutrition Program manager in the absence of manager.
2. Assist manager in all areas listed under performance responsibilities of manager.
3. Perform all other functions as assigned by manager.

Adopted: 10/26/78

## **XXIII. WORKER-CHILD NUTRITION PROGRAM**

REPORTS TO: Manager and Assistant Manager

JOB GOAL: To prepare food for serving, serve food to students, teachers, and visitors. To prepare cafeteria for meal services and perform cleaning assignments.

### Performance Responsibilities

1. Clean and maintain kitchen and cafeteria areas as assigned by manager.
2. Assist in the preparation of food as assigned by manager.
3. Assist in serving food and replenishing food and supplies on serving lines as needed during meal serving.
4. Assist in dishwashing area as assigned by manager.
5. Maintain a clean and orderly work area at all times.
6. Perform specific daily cleaning requirements as assigned by manager.
7. Perform all other assignments as given by the manager.

Adopted: 10/26/78

## **XXIV. TITLE I INSTRUCTIONAL ASSISTANT**

**QUALIFICATIONS:** High School Diploma

**JOB GOAL:** To assist classroom teachers in providing an instructional program in which identified Title I students are encouraged to achieve at the very highest level of their capabilities.

**SUPERVISION:** The assistant will be under the direct supervision of each classroom teacher with whom she/he works and the principal of the school.

Additionally, the assistant will work closely with system resource teachers to seek direction in identification of student needs, planning, program structure and implementation of Title I guidelines and regulations.

### Performance Responsibilities

1. Spend a minimum of ninety percent of assigned work time working directly with identified Title I students in instructional activities.
2. Work with classroom teachers/resource teachers to schedule the time to be spent in each classroom.
3. Work with classroom teachers/resource teachers to determine student needs.
4. By using lesson plans generated by the classroom teacher, work with the teacher in developing daily/weekly instructional plans for Title I students.
5. Assist the classroom teacher in providing a well-organized, smoothly functioning class environment in which assistance is provided for Title I students to maximize their involvement in the instructional program.
6. Work with the classroom teachers/resource teachers to locate and/or develop/prepare materials needed in providing appropriate instructional aids for Title I students.
7. Work with Title I students individually or in small groups to develop/reinforce the learning of material and/or skills initially introduced by the classroom teacher.
8. Assist the classroom teacher/resource teacher in administering, scoring, and recording diagnostic and assessment tests for Title I students individually or in small groups.
9. Maintain ethical behavior and confidentiality of information relative to students.
10. Perform any other duties related to Title I activities as assigned.

Adopted: 01/23/92

6.50

**CALHOUN COUNTY SCHOOLS ASSISTANCE PLAN (CCSAP) –  
For meeting requirements of The No Child Left Behind Act of 2001 based upon criteria of the  
Alabama Model for Identifying Highly Qualified Teachers and Staff**

In accordance with Section 1119(1) of the No Child Left Behind Act (NCLB) of 2001, Calhoun County Schools will set aside the required portion of Title I, part A funds to assist teachers and paraprofessionals (in that order) in becoming Highly Qualified, based on the criteria identified in the Alabama Model For Identifying Highly Qualified Teachers and Staff.

Currently employed teachers will have until the end of the 2005-2006 school year to become Highly Qualified. Currently employed paraprofessionals will have until January 8, 2006 to become Highly Qualified.

Teachers / Paraprofessionals may request tuition reimbursement for college classes that directly relate to meeting the criteria outlined in the Alabama Model for Identifying Highly Qualified Teachers and Staff. In order to be eligible to apply for reimbursement, the employee must complete the CCSAP application process and obtain the Superintendent’s approval **BEFORE** enrolling.

Tuition reimbursement requests should be submitted to the Central Office on the appropriate Application for Reimbursement and will be considered based on the following guidelines:

1. Tuition reimbursement funds will be allocated as described in the table below:

Year	Teachers in School-wide Title I Schools	Teachers in Title I Targeted Assistance Schools	Teachers in Non-Title I Schools	Paraprofessionals
2003-2004	60%	N/A	30%	10%
2004-2005	55%	N/A	30%	15%
2005-2006	50%	N/A	30%	20%

2. In order to receive reimbursement the employee must have been pre-approved for the CCSAP program and must earn a grade of **C** or higher in the course.
3. The course must directly relate to meeting the HQ criteria.
4. The teacher / paraprofessional must provide a receipt and grade report in conjunction with a completed Application for Reimbursement.
5. Reimbursement application must be submitted within 30 days of course completion.

Adopted: 08/28/03

### **RECRUITMENT AND RETENTION OF HIGHLY QUALIFIED TEACHERS**

The No Child Left Behind Act of 2001 (NCLB) requires that all core academic subject teachers in public schools be Highly Qualified (HQ). Further, the Alabama State Department of Education has issued guidelines (*Guidance for LEA Plans for Highly Qualified Teachers—Meeting and Maintaining the 100 Percent Goal*) to assist Alabama schools in their efforts to achieve this goal. Pursuant to such guidelines, each LEA must develop a plan which must include revision of policies and procedures for recruiting, hiring, and retaining Highly Qualified Teachers (HQT).

To facilitate compliance with these state and federal requirements, the Board authorizes and directs the Superintendent to develop and implement procedures and strategies, including



financial and/or non-financial incentives, to attract and retain certified, highly qualified and effective teachers in academic areas experiencing a teacher shortage. Such incentives may include signing bonuses, salary supplements, technology resources, professional and educational support, and similar incentives.

Adopted: 08/24/06

# CHAPTER SEVEN

## BUSINESS SERVICES

7.01	STATE BUDGETING AND FISCAL ACCOUNTABILITY GUIDELINES
7.02	ANNUAL BUDGET
7.03	PUBLICATION OF FINANCIAL REPORT
7.04	PUBLICATION OF OUTSTANDING INDEBTEDNESS
7.05	AUDITS
7.06	SHORT TERM LOANS
7.07	BOND SALES
7.08	BONDED EMPLOYEES
7.09	PURCHASING OF GOODS AND SERVICES
7.10	GUIDELINES FOR EXPENDITURE OF FUNDS
7.11	LOCAL SCHOOL ACCOUNTING AND REPORTING
7.12	INCOME AND DEPOSITS
7.13	SCHOOL EXPENDITURES
7.14	SALE OF SURPLUS PROPERTY
7.15	SALE OF EQUIPMENT AND SUPPLIES
7.16	PROPERTY INSURANCE
7.17	TICKET SALES
7.18	SCHOOL LOAN POLICY
7.19	TRAVEL EXPENSE
7.20	BANKING SERVICES AND DEPOSITORY OF FUNDS
7.21	WORTHLESS CHECK POLICY
7.22	WAGE & HOUR POLICY
7.23	INVESTMENTS
7.24	FUND BALANCE POLICY

7.01

### **COMPLIANCE WITH STATE BUDGETING AND FISCAL ACCOUNTABILITY GUIDELINES**

It is the policy of the Board to comply with all state budgeting requirements and state accounting policies and procedures, including the School Fiscal Accountability Act.

#### **Budgeting**

In the budgeting of Foundation Program funds for classroom materials and supplies, technology, library enhancement, professional development, and other areas as the state may require, the Board shall provide opportunities for budget input from appropriate participants as mandated by state law. The Board shall further provide for public budget hearings as required by law.

#### **Reconciliations**

All bank accounts shall be reconciled to the financial records. The chief school financial officer (CSFO) shall be responsible for verifying that monthly bank statements are reconciled to the financial records on a timely basis that ensure accurate monthly financial statements. Thus, each monthly bank statement shall be reconciled by no later than the 20<sup>th</sup> day of the following calendar month.

#### **Inventory**

All fixed or capital assets shall be inventoried annually. Inventory records of fixed or capital assets shall be maintained in the Board's Central Office. A supplemental inventory of equipment items not classified as fixed or capital assets shall also be maintained.

### **Deposits**

Funds received for school purposes by Board officials and employees shall be promptly deposited in the proper bank account. A financial institution used for the deposit and safekeeping of funds shall be approved as a qualified public depository by the Security of Alabama Funds Enhancement (SAFE Program) administered by the Alabama State Treasurer. (See also Policy 7.12, Income and Deposits)

### **Review of Monthly Revenues and Expenditures**

The superintendent shall have monthly reports of revenues and expenditures prepared for review by the Board. The monthly financial reports and annual budget shall be made available to the public on the system's internet site.

### **Reserve Funds**

The Board recognizes that the establishment and maintenance of adequate fund reserves is necessary to avoid disruption in the educational programs in the schools. The superintendent or CSFO will inform the Board, before the Board votes on a budget or budget amendment, if the approval of the budget or budget amendment 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 current proposed budget or budget amendment shall be used.

### **Authority to Expend Funds Without Board Approval**

The Board grants authority to the Superintendent, subject to applicable laws, policies, and Board-approved budget limitations, to expend funds for operating expenditures without advance Board approval of specific expenditures. All such expenditures shall be included in the monthly expenditure report to the Board.

Adopted: 09/11/01  
Revised: 10/26/06

7.02

## **ANNUAL BUDGET**

The Board shall provide for the preparation and approval of an annual financial budget for the School District. Said budget shall be transmitted to the State Superintendent of Education for approval in accordance with state guidelines.

Adopted: 03/23/78

7.03

## **PUBLICATION OF FINANCIAL REPORT**

The Board shall publish annually in the month of October, in a newspaper published in the City, a full and complete statement of receipts by source and disbursements by function of the School System for the twelve months' period ending September 30.

Adopted: 03/23/78

## **PUBLICATION OF OUTSTANDING INDEBTEDNESS**

The Board shall publish annually in the month of October in a newspaper published in the City, a statement of outstanding indebtedness of the Board on last September 30, said statement must show a schedule for retiring said indebtedness, shall separate funded indebtedness from unfunded indebtedness, and the statement shall show the resources available to pay unfunded indebtedness.

Adopted: 03/23/78

7.05

## **AUDITS**

All financial records of the School System shall be audited annually by the office of the Examiners of Public Accounts.

All local school records shall be audited annually by a CPA or a staff member as directed by the Superintendent.

Adopted: 03/23/78

7.06

## **SHORT TERM LOANS**

In accordance with the Code of Alabama the Board of Education shall have authority upon recommendation of the Superintendent to borrow money on anticipated current revenues for that fiscal year. Such loans shall be due and payable not later than the close of the current fiscal year.

Interest rate on such loans shall be the lowest obtainable for the loan.

Adopted: 03/23/78

7.07

## **BOND SALES**

The Board of Education may sell bonds for Capital Outlay purposes subject to constitutional limitations. All bond issues shall be recommended by the Superintendent, approved by the Calhoun County Board of Education and by the State Superintendent of Education prior to selling the bonds.

Adopted: 03/23/78

7.08

## **BONDED EMPLOYEES**

In accordance with requirements as stated in the Code of Alabama, the Board shall provide for the bonding of the Superintendent and the Chief School Financial Officer in an amount equal to or

greater than the minimum amount required by law. The Board shall further ensure that a certified copy of each such bond is filed with the State Superintendent of Education. The Calhoun County Board of Education requires that all other employees who handle public school funds shall be bonded by a blanket bond that meets or exceeds the minimum coverage amount required by law.

Adopted: 03/23/78  
Revised: 10/26/06

7.09

## **PURCHASING OF GOODS AND SERVICES**

Those responsible for purchasing shall keep informed on all quality products and services and shall make decisions about where to purchase in light of all reliable information which can be brought to bear on purchasing.

Purchasing shall be done in conformity with good ethical business practices and in keeping with all laws and regulations that govern purchasing within the State of Alabama.

All purchasing shall be subject to review and concurrence by the Superintendent or his designee.

All purchases made through requisition and purchase orders involving any State, Federal, or local funds shall be implemented by the purchasing agent in conjunction with the various departments. Final authority resides with the Superintendent or his designee.

Payment for purchased goods requires the approval of the Chief School Financial Officer with the concurrence of the Superintendent or his designee.

Regular operational expenditures may be approved at the administrative level provided they meet the following: (1) specific or implied expenditures provided for in the general budget; (2) purchases made in individual schools; and (3) purchases that have complied with the State Bid Law.

The Chief School Financial Officer shall authorize general budget expenditures previously approved by the Board. The Chief School Financial Officer is authorized to approve line item budget transfers within approved general budget whereby the total budget is neither increased nor decreased.

Cooperative purchasing through the Central Office is encouraged when it can benefit the system by lower cost and conforms to the State Bid Law.

Adopted: 03/23/78

7.10

## **GUIDELINES FOR EXPENDITURE OF FUNDS**

The financial demands on the Board of Education are greater than the available resources. Consequently, the Board shall endeavor to meet the system needs on priority basis as set out below:

Academic requirements shall be met as fully as possible to include teachers, facilities and materials.

Maintenance is an essential function of the system in full benefit if the tax dollar is to be realized. Upon having met the academic requirements to the most feasible degree, the Board shall consider maintenance needs as a major requirement of the system.

Maintenance shall be those functions necessary to keep the facilities in good state of repair. Any work needed to keep a facility in this condition shall be considered as a financial responsibility of the Board. However, those improvements desired by a school which are for reasons other than normal maintenance, shall not take precedence over those maintenance needs required by other facilities. (Example: If a floor covering is in need of replacement, it shall be the Board's responsibility as a maintenance function to replace the cover; however, if it is desired for reasons other than necessary maintenance, the Board assumes no obligated financial responsibility.) The Board commends those who have the desire for beautification of their school plant, and regrets Board finances aren't such that the expense can be met by the Board.

The Board realizes the integral part that athletics play in the total school program, and fully endorses same. However, since the primary function of the schools is to academically educate the youth of Calhoun County, the Board cannot assume any financial obligations to the athletic program, to include facilities until such time as academic needs are reasonably met.

The various miscellaneous needs of the different schools shall be considered on their individual merit. Basically, they shall be considered from the standpoint of need relative to the academic requirements, and safety of the student.

The above statements are general and are intended as a guide for determining the manner in which Board funds shall be allocated.

It is the Board's desire to meet all needs of each school as fully as possible. It shall be a continuous effort of the Board to create a financial atmosphere such that will permit the attainment of this goal.

Adopted: 3/23/78

7.11

## **LOCAL SCHOOL ACCOUNTING AND REPORTING**

In accordance with all laws and with state and board policies, the principal shall be responsible for the proper handling of all business affairs in his school, including collections, banking, budgeting, spending, records, and reporting.

The principal will exercise full control over all local school funds, equipment, and facilities, and will assume full responsibility and be held accountable for the proper handling of such funds.

Adopted: 03/23/78

Revised: 05/27/83

7.12

## **INCOME AND DEPOSITS**

## Receipts

1. Receipts shall be given for all monies collected in a school, either individually or collectively. Copies of all receipts shall be retained, or stubs of receipt books shall show amount of money received, both of which shall show date received, the purpose for which money was collected, and the name of the person from whom the money was received.
2. All money received by a school as a reward for volume business shall be received by the principal only and shall be in the form of a check. Such funds shall be deposited in the appropriate accounts.
3. Pre-numbered receipt books shall be used as master receipt books and by individual teachers.
4. Receipt books shall be safeguarded at all times.
5. A record of receipt books issued shall be maintained in the principal's office. The record of receipt books issued shall reflect, in addition to whom issued, inclusive numbers contained in the book. The person receiving the receipt book shall sign the record acknowledging having received the book. At the close of the school year the person receiving the book from the person to whom it was issued shall sign the record acknowledging having received the book.
6. Only one person shall use any certain receipt book.
7. When a receipt is issued from the master receipt book to an individual receipt book holder, it shall be stapled to the last receipt covered in the individual receipt book.
8. Money collections shall be through office as much as possible; however, only one collection point should be used for a particular thing. (Teacher and office should not collect for the same thing.)
9. Every receipt shall be accounted for. Both original and copy of any receipts voided will be retained and marked "void".
10. Cash shortages will be the responsibility of the receipt book holder, or person to whom financial responsibility is obligated in performing a function.
11. All receipts shall be made out to an individual, state source of funds, and signed by one issuing receipt. Do not initial for a signature. Receipts shall be signed by authorized school personnel. Students may not sign receipts.
12. Record total of deposit that covers receipts on last receipt covered.

## Deposits

1. All funds collected in a school shall be regularly deposited in banks not less often than once each day, except otherwise approved by the Superintendent of Schools or his designated representative.

2. All school funds shall be deposited in a bank, using consecutive numbering of deposits. Duplicate deposit slips shall be used. One stamped copy of deposit slip shall be filed, by dates, in the office of the principal.
3. Receipts making up a deposit shall be identified on the deposit slip. (receipt number from – to receipt number) Each deposit shall be for the exact amount of money received since the previous deposit.
4. Separate deposit slips listing names should be prepared for re-deposit of bad checks to facilitate identification and to enable the accountants to ascertain how many bad checks remain uncollected at the end of any period. Write the word “re-deposit” on the re-deposit slips.
5. Interest from savings whether paid and received in cash or simply posted to the savings account, shall be receipted in the master receipt book and posted to the ledger as new income.
6. Post deposits, identified by receipt numbers, on daily basis into ledger. The master receipt book, deposit book, and ledger postings must balance.
7. Schools shall not maintain petty cash funds.

Amended: 5/27/83

Replaces: 3/23/78

7.13

## **SCHOOL EXPENDITURES**

### Purchases

1. Only public school employees duly authorized shall disburse public funds and incur indebtedness on behalf or in the name of the Board.
2. All funds collected in a school shall be spent for the purpose for which they were collected, except as otherwise approved in writing by the Superintendent of schools or designated representative.
3. In no case shall a concession, vending machine, or other activity be operated in a school for personal gain by an individual.
4. The principal shall assume the responsibility to assure that all purchasing is done in conformity with all Board policies, and that said purchases are done with consideration of the best interest of the taxpayer and the child or program involved.
5. All purchases relating to construction or renovation of public buildings or property, including athletic-related structures require pre-approval by the Superintendent, regardless of the source of funding for the project.
6. Authority to contract for a subsequent year for debts beyond the current cash assets of a school requires written approval of the Superintendent, or Chief School Financial Officer.



7. Principals shall manage their school funds in such a manner as to be in a position to pay all indebtedness upon date due. Those schools which become indebted to the Board and do not pay the indebtedness when due shall not be allowed to become further indebted to the Board until such monies owed the Board are paid (includes, but is not limited to janitorial salaries, supplies, commodities). Exceptions to this policy shall have the approval of the Superintendent or Chief School Financial Officer.
8. Expenditure transactions shall be posted to the general ledger on a daily basis.
9. All vendors must submit a completed Form W-9 to the central office before being added to the master vendor file.

### Purchase Orders

1. A purchase order system shall be used by each school. The purchase order shall be prepared and approved by proper school official prior to the purchase of any materials, supplies, equipment, or services (except as excluded in #4 below).
2. Open purchase order reports shall be properly monitored for orders placed but not yet received.
3. A purchase order number should be referenced on all invoices by vendor, and all vendors should be notified that any sale made without a purchase order will not be honored.
4. A purchase order need not be issued for items such as utility services (telephone, water, gas, etc.), pest control for which you have an annual signed agreement, maintenance on copiers for which you have a signed maintenance agreement, or emergency repairs (The nature and details of the emergency will need to be documented and attached to the invoice for purposes of documentation).
5. A receiving report (a copy of the purchase order, packing slip, or the invoice) must be signed and dated by the person receiving materials in order to verify quantity and condition of items received prior to payment of the invoice. Such document should be delivered to the office promptly.

### Invoices

1. All invoices with supporting documentation shall be reviewed by the principal prior to signing checks for payment.
2. Check number and date paid shall be recorded on the invoice.
3. Where an invoice is not furnished by vendor, an invoice will be prepared by the school, and signed by the vendor, using the state approved form. (copies may be made, state does not furnish form)
4. Bookkeepers shall match the purchase order with the invoice and vendor statement and verify, in writing (initial total) that prices, extensions, and additions have been checked.
5. Invoices covering the expenditures shall be systematically filed. File monthly by check number in numerical order.

## Payments

1. Payment is not to be made until the completion of services rendered or goods delivered. Payment for partial completion of services or goods will be made only upon the approval of the Superintendent or his designee.
2. Payment of tax is not a legal expenditure on goods purchased for school use.
3. Payment of tax is a legal expenditure when purchasing goods for resale where tax is collected (Example: School Pictures) or for athletic events.
4. The school is liable for payment of State tax on gross gate receipts for ALL athletic events. (per Alabama Revenue Dept)
5. Payment of salaries to school personnel, regular or part-time, shall not be paid directly from local schools funds. These payments shall be made through the normal payroll procedures at the central office, and the school reimburse the Board for the salary and appropriate fringe benefits.
6. Any travel expense reimbursement shall be supported by paid tickets or CONUS rates for per diem. Advance for travel shall not be made.

## Payments by Check

1. All checks issued by the local schools shall be signed by the local school principal.
2. Schools shall pay all bills by check. All off-line checks must be entered into the computer system in a timely manner.
3. Only pre-numbered checks shall be used. Check stub or a copy of the check shall be attached to documentation.
4. Every check shall be accounted for; void checks will be marked 'void' and retained for audit purposes.
5. Supplies for vending machines in a school shall be paid for by the writing of a school check.

## Record Keeping

1. Beginning activity balances should be adjusted to agree with the balances in the annual audit.
2. Be aware of record retention schedules for local school records, as required by the Alabama Department of Archives and History.
3. Do not pay from statements; request original itemized bills. Have a bill to support every check written.
4. A separate account should be set up for "change cash". Efforts should be made to redeposit the change to the "cash in bank" account in a timely manner.

5. Funds shall not be transferred from one account to another through borrowing or otherwise, except as specifically authorized in writing by the Principal or activity sponsor.
6. Inactive earmarked accounts in individual schools which no longer serve the purpose for which said accounts were established shall be transferred by the principal to the general fund. Monthly financial reports shall indicate when and how such accounts have been closed.
7. Post all transactions, deposits, receipts, checks, etc. on a daily basis. All funds collected should be deposited in the bank daily.
8. An accurate, up to date, accounts payable subsidiary ledger shall be maintained on all invoices which are not paid as of each month end.

### Bid Purchases

All purchases involving funds that are subject to bid and where the cost equals or exceeds \$15,000 are to comply with the State Competitive Bid Law and the Public Works Act 97-225. The bid process must be handled by the Central Office and shall involve Board action. Any exceptions must have approval of Superintendent or Chief School Financial Officer.

All purchases subject to bid shall:

1. Have specifications sent to no less than three (3) or as many suppliers as may request to quote on items up for purchase.
2. Request for bid must specify a place, date, and time that bids will be publicly opened and read.
3. Low bidder shall be awarded the order, unless it is proven inferior to quality specified, and shall be approved by the Board.

At no time shall purchases be broken up with the intent of avoiding the formal bidding process. This practice is specifically mentioned as a violation of the State Bid Law.

### Price Quotations

In many instances the amount of a purchase or the type funds being used will not require formal bidding as specified by the State Competitive Bid Law; however, this shall not prevent the requestor from asking for price quotes to ensure they are receiving the best price for their purchase.

At any time a purchase is anticipated, regardless of the price, the requestor shall search for the lowest price available. The requestor shall provide a minimum of three (3) telephone quotes, three (3) price comparisons from store visits or three (3) catalog comparisons for purchases between \$5,000 and \$10,000. Quotes will contain, at a minimum, the vendor's name, vendor point of contact, date and time quote was received, description/specifications of each item/service, unit cost, quantity, and name of CCBOE employee receiving quote. Quotes must be documented on the CCBOE Quote Sheet and attached to the purchase requisition form when forwarded to the Principal/Department Head for approval.

There is no limit to the number of quotes required to receive the best price; however, a minimum of three (3) quotes is required, as outlined above. Care should be given when asking for quotes to ensure that each vendor is given the same specifications and that quotes received are for equivalent products. When developing specifications, they should reflect the requirements of how the product will be used, and all vendors quoting should receive the same specifications. Developing frivolous specifications devised to ensure that only one vendor can meet those specifications or requesting additional specified options from different vendors is unethical and violates the State Bid Law by preventing free and open competition. This method of operation does not guarantee that the user will receive the best value for his money.

Requests for quotes for products or services with anticipated prices between \$10,000 and \$15,000 will be made only after such written request is approved by the Superintendent or approved designee. This is to ensure, among other things, that "like items" purchased from various schools are properly bid, if appropriate.

Adopted: 03/23/78  
Revised: 05/27/83; 09/26/85; 07/24/08

7.14

### **SALE OF SURPLUS PROPERTY**

All property that becomes surplus to the needs of the School System shall be disposed of on a bid basis as provided for in the Code of Alabama.

Adopted: 03/23/78

7.15

### **SALE OF EQUIPMENT AND SUPPLIES**

The sale of equipment and supply items shall be conducted on a competitive bid basis by utilization of sealed bids and public auction to the highest bidder. Sales shall be limited to only items that have been declared to be of minimal value to the School System.

All sales shall be conducted by the Superintendent or his designee.

All monies derived from sales shall be deposited in the General Fund.

All sales of equipment and supplies shall comply with applicable State and Federal laws.

Adopted: 03/23/78

7.16

### **PROPERTY INSURANCE**

The Board shall require that all buildings and contents be adequately and properly insured with the State Insurance Commission of the Department of Finance.

Periodic inspections shall be made by maintenance supervisor to determine if fire hazards exist in the schools.

All schools shall be inspected annually by a representative from the State Insurance Commission.

All schools shall have adequate fire extinguishers which are checked and inspected at least once a year.

Adopted: 03/23/78

7.17

## **TICKET SALES**

All events for which tickets are sold shall be handled in the following manner:

1. Numbered tickets shall be used.
2. A record of tickets bought by the school shall be retained reflecting beginning and ending numbers of a ticket series.
3. Upon issuing tickets to a seller, a record will be maintained reflecting beginning number and ending number of tickets sold. The amount of cash that should have been received will be noted, and the actual amount received recorded. Signatures of the seller and the one collecting the tickets and money shall be reflected on the record, verifying cash received.
4. A master receipt shall be written covering all funds collected from an event.
5. A perpetual inventory shall be maintained on all tickets.
6. Tickets and inventory shall be kept under lock and key.

### Events Where Tickets Are Not Sold:

Two persons will count cash collected and verify same on a report to be given to the office. Signatures of both persons shall be on the record. A master receipt shall be written covering all funds collected from an event.

Adopted: 03/23/78  
Revised: 05/27/83

7.18

## **SCHOOL LOAN POLICY**

Approval for Board interest-free loans to schools will be based upon the following criteria:

1. The Principal will submit to the Superintendent a signed loan application, which will include a detailed description of the proposed project and a copy of the school's financial statement for the current month.
2. The proposed project and the loan must be approved by the Board.
3. All construction must comply with applicable building codes and local, state, and federal regulations. Construction projects must be under the supervision of the Superintendent or designee.

4. Each loan will be repaid in accordance with a fixed schedule, which will require that a minimum of one-fifth ( $1/5$ ) of the loan principal be repaid annually. The school Principal will be required to execute a written loan agreement for repayment.
5. The cumulative total of all existing loans from the Board to an individual school shall never exceed seventy-five thousand dollars (\$75,000).
6. Loans will be granted in the Board's discretion, only as funds are available.

Adopted: 04/23/98

Revised: 08/10/06

## TRAVEL EXPENSE

All claims for reimbursement for travel expenses shall be submitted in a timely manner on proper forms as directed by the Superintendent's office, and all claims must be approved by the Superintendent or a person designated by him.

- A. In-County Travel: Personnel using personal automobiles for in-county travel in connection with their assigned duties shall be reimbursed for actual and necessary travel at the standard mileage reimbursement rate established by the Federal Government.
- B. Out-of-County Travel: Educational benefits accrue to the Board by having administrative and other employees attend regional, state and national professional meetings. The Board authorizes the Superintendent to approve out-of-county travel by system employees in connection with professional meetings, professional development activities, and other appropriate and necessary out-of-county activities.

All approved travel outside the county shall be based on the following:

1. Transportation: Based on the mode of travel most economically advantageous to the System.
  - a. Automobile: Personnel using personal automobiles shall be reimbursed for actual and necessary travel at the rate for In-County Travel noted in paragraph A. above.
  - b. Air: Coach class only; ticket stubs must be attached to the travel expense statement.

Note: If alternate means of transportation is chosen, the limit of reimbursement shall be no more than the mode of transportation that is the most economical.
2. Room Accommodations: Necessary and reasonable lodging expenses will be honored when supported by original, itemized statement/receipt. When appropriate, staff members are encouraged to share accommodations.
3. Meals: The CONUS per diem rate, established by the U.S. General Services Administration for military and other federal travelers, will determine the allowance for meals per day for out-of-county and out-of-state travel. The effective CONUS rate for each destination will be established annually on July 1, and the rate will remain in effect through June 30. All meal claims are relative to this rate. No meal allowance will be awarded for trips of less than four hours in duration. To claim breakfast (25% of CONUS rate), travel time must include 6:00 a.m. To claim lunch (25% of CONUS rate), travel time must include 12:00 noon. To claim dinner (50% of CONUS rate), travel time must include 6:00 p.m.

Note: Do not claim any meal prepaid in the registration fee. If any meal is provided by conference, vendor, or hotel, the per diem meal allowance will be reduced by the appropriate percentage.
4. Miscellaneous: Necessary and reasonable registration fees, car rental fees, parking fees, taxi fares, etc. will be honored when supported by original receipts.

When a spouse or dependent attends events with an employee or Board member, the reimbursement claim must exclude his/her expenditures. If the cost of lodging is the same for a single or double, there will be no charge-back for the lodging of the spouse or dependent. Expenses incurred by the Board when making reservations for travel or events for a spouse must be immediately reimbursed to the system.

Approval for travel expenses will always be within the framework established by applicable state and federal laws and regulations.

Adopted: 03/23/78  
Revised: 01/31/80; 09/29/81; 10/27/83; 04/25/85; 01/28/88; 10/28/93;  
06/28/01 (effective 07/01/01); 07/22/04

7.20

## **BANKING SERVICES AND DEPOSITORY OF FUNDS**

Unless otherwise authorized by the Board, banking services, including depository of funds, will be selected based upon submitted bids from local financial institutions every two years. The Board shall evaluate the offers from the banks and select the one most beneficial to the Board. Such selection will be for a two-year period.

Adopted: 03/23/78 (Depository of Funds)  
Revised: 02/28/02

7.21

## **WORTHLESS CHECK POLICY**

In accordance with Alabama State Department of Education directives, the face value of a check returned for insufficient funds (NSF) may not be absorbed as a cost by state, federal, or local public funds. An uncollected check is a bad debt, and bad debts are not an allowable expenditure for any public fund. In order to address this issue, the Calhoun County Board of Education adopts the following policy to be enforced system-wide in the collection of worthless checks written to public funds:

1. Each local principal, administrator and other personnel must exercise due diligence in the acceptance of checks AND in the collection of NSF checks.
2. A list of individuals who have submitted bad checks should be maintained by each school office and each lunchroom to prevent receipt of any further checks from those individuals. In exercising due diligence, personnel are cautioned against accepting unsigned, post-dated, two-party, or counter checks.
3. Uncollected NSF checks to public funds may not be simply written off. Each local school, CNP, and other programs must take necessary actions to collect NSF checks to public funds and must document those actions on appropriate logs in accordance with the Worthless Check Collection Procedure as established by the Central Office.
4. A fee shall be charged to the check writer for each returned NSF check whether collected or not. The amount of the fee shall be as established by the Superintendent in consultation with the Chief School Financial Officer, and shall not exceed the maximum fee chargeable by law.



5. Actions and procedures required by the District Attorney's Worthless Check Unit shall be followed for uncollected checks. Each local school, CNP, and other programs shall be required to promptly turn over uncollected checks with appropriate documentation to the Worthless Check Unit for prosecution. The Central Office shall distribute appropriate forms and information as part of the system's Worthless Check Collection Procedure.

6. Fees collected for NSF checks shall be used to cover expenses incurred in collecting checks and in covering the actual face value of any uncollected checks. Collected fees for NSF checks shall be maintained as follows:

a. Each local school shall implement procedures, as established by the Superintendent's office, to maintain collected NSF fees within a nonpublic school fund. The NSF check fees maintained within said nonpublic school fund may be utilized to transfer funds to the appropriate public school fund to cover any NSF checks determined to be uncollectible, in accordance with established procedures.

b. Any program administered through the Central Office, including CNP, may maintain NSF check fees within the existing public fund receiving the NSF checks, but must maintain documentation that the amount of fees collected exceeds the amount of NSF checks received.

7. The Superintendent's office shall be responsible to develop, disseminate, and regularly update the Worthless Check Collection Procedure and all forms necessary for implementation of this policy.

Adopted: 07/25/02

7.22

## **WAGE AND HOUR POLICY**

The Calhoun County Board of Education complies with the provisions of the Fair Labor Standards Act (FLSA) and directs that all employee wages will be paid in accordance with the minimum wage and maximum hour provisions of the Act. Any employee who is not exempt from the overtime requirements of the FLSA as a bona fide executive, administrative, or professional employee, will be paid in accordance with the Act for all compensable hours worked, including payment of an appropriate overtime premium (or compensatory time off) for all compensable hours worked in excess of forty (40) in a workweek. Compensatory time in lieu of an overtime wage will be implemented only as set forth in this policy.

The Superintendent is authorized to develop and disseminate guidelines to ensure compliance with FLSA minimum wage and overtime requirements.

### **A. Hours Worked Under the FLSA**

Under the FLSA, an employer must pay each non-exempt employee not only for hours that the employer requires the employee to work, but also for hours that the employer "suffers" or "permits" the employee to work. For example, if an employee voluntarily stays over to complete a task at the end scheduled hours, the

employer must pay for the extra time. In short, if an employer knows or has reason to know that the employee is working, the employee must be paid. This principle also applies to work done away from the work site if the employer knows or has reason to know that the work is being performed. Because of these obligations under the FLSA, the Board **prohibits** non-exempt employees from voluntarily working additional hours without prior authorization from the administrator or supervisor.

## **B. Overtime**

### 1. Overtime Generally

The FLSA generally requires that any employee who is not exempt from coverage of the overtime provisions must be paid at a rate that is at least one and one-half (1½) times the regular rate of pay for all hours in excess of forty hours in a single workweek. Overtime pay cannot be waived or avoided by an agreement between the employee and employer.

### 2. Unauthorized Overtime Prohibited

Unauthorized overtime is strictly prohibited by the Board. Any employee who is covered by the overtime provisions of the FLSA is **prohibited** from working unauthorized overtime (or unauthorized hours in excess of the employee's weekly contract hours). Working unauthorized overtime may subject an employee to disciplinary action up to and including termination.

### 3. Responsibilities of the Administrator or Supervisor

Each administrator or supervisor is responsible to enforce the Board's overtime policies and to ensure that unauthorized overtime or other extra work is not performed by non-exempt employees under his or her supervision. Each administrator or supervisor is further responsible to ensure that all overtime hours which an employee has been required **or permitted** to work are accurately recorded and submitted to payroll. Thus, the administrator or supervisor should make every effort to prevent unauthorized overtime, but if overtime hours are permitted to occur, the administrator or supervisor is responsible to ensure all such hours are reported to payroll.

When overtime hours are permitted without approval of the Superintendent (or when not the direct result of a requirement of the Superintendent's office), the Board may require reimbursement from the school's general fund or other appropriate local or departmental source. When Board policy or Superintendent directives specifically require participation by non-exempt employees on various committees, planning groups, or similar

activities, reasonable overtime for such activities is deemed to be authorized; however, the administrator or supervisor is responsible to monitor and limit such overtime as much as possible. If the Superintendent determines that overtime hours permitted by the administrator are excessive, the Board may require reimbursement from the school's general fund or similar source.

The administrator or supervisor is responsible to know the number of contract hours for each non-exempt employee and to develop work schedules that do not exceed the weekly contract hours. An employee's work hours may occasionally be adjusted by the administrator or supervisor within the workweek to prevent overtime. Thus, if an employee works late early in the week, the administrator may release the employee at an earlier time later that same workweek to prevent overtime. Time sheets should reflect the actual times worked by the employee.

If an employee is scheduled to receive a duty-free meal break, it is the responsibility of the administrator or supervisor to ensure that the employee is completely relieved from duty for a period of at least thirty (30) minutes. This does not require that the employee be permitted to leave the premises. If occasional circumstances cause interruption of the duty-free meal break, it is the responsibility of the administrator or supervisor to ensure that that the meal break time is submitted on the employee time sheet as hours worked.

#### 4. Overtime for Maintenance and Transportation Employees

The Board authorizes the Superintendent to implement a wage plan for twelve-month, forty-hour employees within the Transportation and Maintenance Departments that exceeds the statutory overtime requirements. Thus, if deemed appropriate by the Superintendent, the Superintendent has discretion to implement a plan that provides overtime wages to such employees for extra, unscheduled hours worked even if such hours would not require overtime payment under the FLSA.

#### 5. Compensatory Time Off

The FLSA authorizes the use of compensatory time off instead of payment of overtime wages for state and local governmental entities. If utilized, compensatory time must be given at a rate of at least one and one-half (1½) hours for each overtime hour worked by the employee.

The Board utilizes compensatory time off for forty-hour, twelve-month employees within the Maintenance and Transportation Departments and provides notice of such intention through this policy. Any such employee

who is unwilling to accept compensatory time in lieu of overtime wages is responsible to notify his supervisor prior to the working of overtime.

The Board authorizes the use of compensatory time for other Board employees (outside the Maintenance and Transportation Departments) only with the prior approval of the Superintendent and based upon agreement with the individual employee prior to the performance of the overtime work.

No employee shall be permitted to accrue more than 240 hours of compensatory time, which represents 160 hours of actual overtime worked. The Superintendent is authorized to further limit the accrual of compensatory time as deemed appropriate. If the Board determines at any point to pay compensation for accrued compensatory time, it must be paid at the rate earned by the employee at the time of payment. Any employee who has accrued compensatory time at termination from employment must be paid for the compensatory time at a rate equal to the higher of (1) the final regular rate of the employee or (2) the employee's average rate over the last three years of employment.

The Board directs that appropriate records be kept of all compensatory time, which must include the number of hours earned in each workweek at the rate of one and one-half hour for each overtime hour worked, the number of hours used in each workweek, and the number of hours of accrued compensatory time compensated in cash (including the amount paid and the date of such payment).

### **C. Wages Earned in Multiple Jobs or Positions**

The FLSA generally requires payment of overtime for all hours worked over forty in a workweek, even if such hours result from work in more than one job for the same employer. Some exceptions to this requirement exist for governmental employers when employees, solely at their own option, work occasionally or sporadically on a part-time basis in a different capacity from their regular employment. Ticket-taking at ballgames is an example of occasional or sporadic employment which, if performed solely at the employee's option, need not be combined with regular hours for the purpose of determining overtime.

With the exception of such occasional work performed at the employee's option, any employee who exceeds forty hours in a workweek due to combined hours worked on two or more jobs shall receive overtime wages based upon the appropriate blended rate. The blended rate is a weighted average of all rates earned, so that all earnings are added together and divided by the total hours worked. The overtime rate is one and

one-half times the blended rate. However, if the employee works more than forty hours in the primary job alone, the overtime rate shall be at the rate applicable to that job.

Due to overtime requirements, the Board seeks to minimize dual employment where it is likely to result in significant overtime obligations. Administrators should be conscious of this goal in assigning extra duties. Any administrator or supervisor recommending that an individual already employed by the Board be employed in a second position is responsible to inform the Superintendent that the recommendation will result in dual employment and to advise the Superintendent of the total weekly work hours that will result from the multiple positions. It is appropriate for the Superintendent and/or the Board to consider such overtime factors in making decisions regarding employment in dual jobs.

#### **D. Flat-Rate Or Supplement Jobs**

The Board at times employs individuals to perform tasks for a flat-rate or supplement. Certified (exempt) employees are often employed for a flat rate as coaches, cheerleader sponsors, or similar positions. In the case of non-exempt employees, such employment is not normally acceptable because of FLSA requirements that the employee be paid at least minimum wage for each hour worked and overtime for all hours over forty in a workweek. For this reason, the Board prohibits the employment of non-exempt personnel in a flat-rate or supplement job without the prior permission of the Superintendent. Such employment will normally be permitted only if the Superintendent is satisfied that the work will not result in an hourly rate below the minimum wage and will not result in overtime pay. If a non-exempt employee is permitted to work in such a capacity, time records must be kept and submitted regularly to ensure compliance with the FLSA minimum wage and overtime requirements.

#### **E. Volunteer Work**

Non-exempt employees are prohibited by the Board from volunteering to perform services that are like those the individual is employed to perform. The FLSA defines volunteer services as those provided to a public agency for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of payment. Under the FLSA, non-exempt employees performing volunteer services for the Board need not be compensated for such services, provided the services are offered freely and without pressure or coercion (direct or implied) AND provided the volunteer services are not the same type of services which the individual is employed to perform. The "same type of services" means identical or similar services. DOL has taken the

position that any coaching or instructional activities with students will generally be considered similar to the services a teaching assistant or aide is employed to perform. Under these guidelines, a custodian could volunteer to coach a team or a secretary could volunteer to sponsor a cheerleader squad, but a teaching assistant could not volunteer for these activities. Similarly, a teaching assistant cannot volunteer to accompany students on an overnight field trip. Such time must be compensated.

Administrators and supervisors are responsible to carefully monitor volunteer activities to ensure compliance with the FLSA.

#### **F. Record of Time Worked By Non-Exempt Employees**

The Board fully complies with all record-keeping requirements of the Fair Labor Standards Act. To ensure proper payment of employees, the Board will provide appropriate time-keeping forms or other means for each non-exempt employee to record hours worked each day. Each non-exempt employee is required to fully and accurately record and submit all hours worked, to include all time that the employee was requested or permitted to work, in order ensure payment at the correct rate for all compensable hours worked. Any employee employed in more than one position or job is responsible to compile all appropriate time sheets for the pay period and submit them to payroll attached together. Failure to report time worked or any other falsification of timekeeping documents may be grounds for disciplinary action up to and including termination. The administrator or supervisor is responsible to carefully review all timekeeping records before signing and submitting to payroll.

Adopted: 04/24/03

7.23

#### **INVESTMENTS**

**Policy:** Funds not presently needed for Board operations should be invested. Such investments should be properly authorized, recorded and safeguarded against physical loss or misuse.

The Board is authorized pursuant to the *Code of Alabama 1975*, to invest Board funds until such funds are needed for expenditures of the Board.

**Objective:** It is the investment goal of the Board to invest its inactive funds so as to maximize investment return and minimize risk, while providing required liquidity for the Board's operation of the school system and at the same time being ever mindful of protecting the principal.

**Accounting Responsibilities:**

The CSFO's essential duties and responsibilities include, but are not limited to, "Maintain a sound system of cash management." In the event of the extended absence of the CSFO, the superintendent, or his/her designee, shall conduct the Board's investment operations. Internal control procedures shall be maintained to prevent losses of public funds arising from fraud, employee error, misrepresentations, unanticipated changes in financial markets, or imprudent actions by employees of the Board.

**Approved Investments:**

Excluding checking accounts and bond funds (investment of proceeds from bond issues which are limited by bond covenant restrictions), investments of the Board shall be restricted to the following:

- (1) Insured or collateralized certificates of deposit (CDs) with maturities of twelve months or less (fixed rate) or twenty-four months or less (floating rate).
- (2) Direct obligations of the United States of America for which the full faith and credit of the United States of America is pledged for the payment of principal and interest or any obligations of any agency or instrumentality of the United States of America that are guaranteed as to principal and interest by the full faith and credit of the United States of America which have a maturity less than 2 years (24 months) (Treasury Bills – with maturities of 12 months or less, and Treasury Notes – with maturities of 24 months or less).
- (3) Investment securities of the agencies and instrumentalities of the United States of America listed below (No investment in mortgage-backed securities or collateralized mortgage obligations (CMOs) shall be allowed):
  - Federal Home Loan Bank (FHLB): Notes, Discount Notes, and Floating Rate Notes
  - Federal Farm Credit: Notes, Discount Notes, and Floating Rate Notes
  - Federal Home Loan Mortgage Corp (FHLMC): Notes, Discount Notes, and Floating Rate Notes
  - Federal National Mortgage Association (FNMA): Notes, Discount Notes, and Floating Rate Notes
  - Student Loan Marketing Association (SLMA): Notes, Discount Notes, and Floating Rate Notes
  - Government National Mortgage Association (GNMA): Notes, Discount Notes, and Floating Rate Notes
- (4) Money market fund and repurchase agreements consisting of or backed by U.S. direct or indirect obligations with any institution having an approved and executed master repurchase agreement.
- (5) Fully collateralized interest bearing sweep accounts.

**Diversification:**

Investments shall be diversified to reduce the risk of loss resulting from over-concentration of assets in obligations of a specific issuer. No more than one third of the portfolio may be invested in any single agency (except there is no limitation on direct obligations of the United States of America). Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.

**Prudence:**

Investments shall be made with the judgment and care appropriate under circumstances then prevailing and with the prudence, discretion and intelligence appropriate for the management of public funds. Investments shall not be made for speculation, but considering the probable safety of their principal as well as the probable income to be derived.

In addition to these general policy considerations, the following specific policies will be strictly observed:

- The Board shall not trade in options, futures, or any other derivative securities.
- Before accepting funds or engaging in investment transactions with the Board, officials of approved depository and securities dealers shall be required to familiarize themselves with the Board's investment objectives and constraints.





Governmental Fund 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.

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

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.

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.

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.

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 intact. 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 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.

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.

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.

Adopted: 11/22/11

## **CHAPTER EIGHT AUXILIARY SERVICES**

- 8.01 CNP MEAL PAYMENT POLICY
  - 8.01.01 OVERVIEW OF CHILD NUTRITION PROGRAM
  - 8.01.02 APPLICATION FOR FREE & REDUCED-PRICE MEALS
  - 8.01.03 CNP PROCUREMENT PLAN
  - 8.01.04 VERIFICATION OF DAILY CNP INCOME
  - 8.01.05 SALES PRICE FOR ADULT MEALS
- 8.02 STUDENT TRANSPORTATION
- 8.03 STUDENT SAFETY ON SCHOOL BUSES
- 8.04 RECEIVING AND DISMISSING STUDENTS
- 8.05 MAINTENANCE OF BUILDINGS AND GROUNDS
- 8.06 MAINTENANCE PROGRAM
- 8.07 HOUSEKEEPING AND SANITATION
- 8.08 EMPLOYMENT OF ARCHITECTS
- 8.09 MEDICATION POLICY
- 8.10 COMMUNICABLE DISEASE POLICY
- 8.11 EXPOSURE CONTROL POLICY
- 8.12 HEAD LICE POLICY
- 8.13 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY
- 8.14 WELLNESS POLICY

8.01

### **CNP MEAL PAYMENT POLICY**

The Child Nutrition Program operated by Calhoun County Schools shall follow all applicable state and federal guidelines. Pursuant to such guidelines, payments for meals must be made when service is rendered. Thus, no person may receive a meal without appropriate payment to the CNP program.

The Superintendent is authorized to develop procedures for establishing local school meal funds / temporary loans from non-public sources in an effort to ensure that each student is fed daily.

Adopted: 09/11/01

8.01.01

## **OVERVIEW OF CHILD NUTRITION PROGRAM**

Calhoun County Schools shall maintain a quality Child Nutrition Program (CNP) as a service to the students. All lunches served shall meet the standards as provided in federal, state, and local laws and /or rules and regulations.

The Director of CNP and other CNP personnel shall always seeks to provide students with a nutritious and well-balanced meal at a nominal charge. The program shall be operated in an economically sound manner.

Student participation in the program shall be subject to Board policy, and such rules and regulations as may be developed by local schools consistent with Board policy.

Free and reduced-priced lunches shall be available to qualified students. The CNP director, through local school administrators, will disseminate information concerning free and reduced-priced lunches to all students in the system.

Adopted: 03/23/78 (School Lunch Service)  
Revised: 02/28/02

8.01.02

## **APPLICATION FOR FREE AND REDUCED-PRICE MEALS**

It is the policy of the Board to provide meals free or at a reduced price to those children determined eligible through the application process. The information provided on the application form will be confidential and will be used only for the purpose of determining eligibility for free and reduced-price meals.

Adopted: 03/23/78 (School Free Lunch Policy)  
Revised: 02/28/02

8.01.03

## **CNP PROCUREMENT PLAN**

It is the policy of the Calhoun County Board of Education to encourage free and open competition in the purchase of all goods and services. In order to facilitate the implementation of this policy, all food products purchased by CNP, other than items in the general category of fresh produce, will be purchased by local and/or state bid. Bids for food and supply categories not covered by state bid will be issued under the direction of the Superintendent on an annual basis. CNP managers will be given a list of successful bidders with other instructions by the CNP Director before the beginning of each school year.

All purchases for bid items should be purchased from the designated successful bidder. In the event of temporary mark-outs, a manager may accept substitutes of equal or greater value. In the event of permanent mark-outs, the CNP Director will determine an alternate source. New products introduced by vendors may be purchased with the stipulation that a record will be maintained and reported to the CNP Director on a monthly basis. New items having merit may be routinely added to the bid list whenever the bid process is next conducted.

Procurement of services rendered to CNP operations will be bid or negotiated depending upon the nature of the services and the sources of availability.

Employees of the Calhoun County Board of Education shall neither solicit nor accept gratuities, favors, or anything of monetary value from vendors or any party doing business with the Calhoun County Board of Education or its subsidiary schools.

Adopted: 10/27/83  
Revised: 01/23/86; 02/28/02

8.01.04

#### **VERIFICATION OF DAILY CNP INCOME**

CNP shall implement a system of verifying daily income at local school points of sale. The procedure shall require that at least two local CNP employees, as assigned by the CNP director, be included in the verification process.

The computer at each point of sale will generate a printout at the end of each day indicating the number of meals served by category and the calculated cash received for the day. Payments collected for the day will be verified against the amount reflected by the computer printout. Reports shall be submitted on a weekly basis to the Central Office CNP staff.

Adopted: 10/26/78 (Verification of Daily Income from Lunchroom)  
Revised: 02/28/02

8.01.05

#### **SALES PRICE FOR ADULT MEALS**

The Calhoun County Board of Education shall at all times establish and maintain minimum price(s) for adult meals (employees and visitors) that will meet USDA regulations and State Department of Education directives. The established price(s) must, at a minimum, equal the following: (1) the price of paying student's meal PLUS (2) the USDA reimbursement for a paid meal PLUS (3) the value of commodity assistance per lunch. Consistent with this policy, such adult meal price(s) shall be adjusted from time to time by vote of the Board, upon the recommendation of the Superintendent in consultation with the CNP Director.

Adopted: 07/25/02

8.02

#### **STUDENT TRANSPORTATION**

Student transportation is provided by the Board as a service to the students of the School System. The Board reserves the right to deny a student or students the privilege of being transported at public expense for failure to abide by the policy for Student Conduct on School Buses.

The School System shall maintain a garage and a staff of qualified mechanics to repair, service and maintain all County owned school buses.

The Transportation Supervisor shall have full authority for setting up and operating bus routes, for supervision of all mechanics and bus drivers and for the operation of the transportation system as provided for by the Alabama School Code and State Department rules and regulations.

The Superintendent shall be authorized to approve temporary transportation service to meet extraordinary and extenuating circumstances.

Bus drivers shall govern themselves in accordance with the rules and regulations as provided them in written form from the Transportation Department.

No work shall be done in the Transportation Department garage on privately owned vehicles.

No purchases of parts or equipment shall be made through the Transportation Department for private use.

Adopted: 3/23/78

8.03

## **STUDENT SAFETY ON SCHOOL BUSES**

Transportation to and from school shall be provided by the Board of Education to eligible students of the school system. The transportation program shall be operated in accordance with provisions of the Code of Alabama and State Board of Education rules and regulations. The primary consideration of the transportation program shall be the safety and welfare of students.

The Board of Education shall be responsible for the child until he or she is delivered to the home bus stop. If the child requires supervision at home, it shall be the parents' responsibility to ensure that a responsible adult is present. The bus driver or other school official will not be responsible to ensure that an adult is present.

Policies pertaining to student safety and the transportation program are as follows:

### Who May Ride the Bus

Only regularly enrolled students of a Calhoun County School or other authorized Board of Education employees shall be permitted to ride a bus on a regularly scheduled route. Preschool and post school individuals are prohibited from riding a bus on a regular route or on special trips except as a chaperon.

### Loading and Unloading

- Students should be at the designated stop when the bus arrives.
- Students shall only board and unload from the bus at designated stops as determined by the driver and transportation supervisor.
- Students must have a note from home or school office, signed by the principal or designee to ride any bus other than the assigned bus or to get off at any stop other than the usual stop.
- Students shall not open or unload from the emergency door except in an emergency.
- Unsupervised students may not sit on a bus while the bus is parked at school.

## Seating

- Students should find a seat promptly after boarding the bus. Once seated, they should remain in that seat until the bus comes to a full stop. No moving around will be allowed while the bus is in motion. The driver may assign seats.
- Should it become necessary, because of lack of seating space, for students to stand, the students should stand in the middle section of the bus. For safety reasons, students will not be allowed to stand against the emergency door or around the driver.

## Talking

- Unless there is an emergency, students should not attempt to talk to the bus driver while the bus is in motion.
- In conversation with other riders, students should speak in low tones--never shouting or making loud noises that may distract the driver.
- Students shall be silent when the bus approaches a railroad crossing and remain so until the crossing is completed.

## Bringing Articles Aboard the Bus

- Students shall not bring any article on the bus that cannot be held in the lap. Large school projects, large band instruments, large amounts of fund raising products should be transported in parent vehicles and not buses.
- Students shall not bring any type glass container, live animal, inflated balloon, ball or bat on the bus.
- The school system's Cell Phone Policy and Student Acceptable Use Policy for Use of Technology are applicable during bus transport and will be vigorously enforced on the bus. Even when possession of digital or electronic devices is authorized at school under such policies, devices must be turned off, put away, and kept out of sight AT ALL TIMES while on the school bus.

**Note: Any exception to the above rules must be approved by the principal.**

## Conduct

- Students are considered "in school" when they board the bus. All written Board of Education Policy contained in the Code of Student Conduct Handbook applies while on the bus.
- The driver has been safety-trained and is in charge. The bus driver will report misbehavior of a continuing or serious nature to the principal.
- The principal of the school being served by a bus has the authority to withhold bus service from a student for poor conduct on the bus.
- The following are common violations of bus behavior which are strictly prohibited:
  - Putting any part of the body out of the window.
  - Playing (rough-housing), scuffling, or fighting.
  - Eating or drinking while being transported.
  - Throwing articles of any kind out of windows.
  - Shooting rubber bands on the bus.
  - Any other activity which driver determines is an obstacle to the safe transportation of students.

Adopted: 03/23/78

Revised: 07/31/80; 08/11/87; 06/29/00; 06/19/12

## **RECEIVING AND DISMISSING STUDENTS**

Each School principal and staff shall develop a plan for the orderly and safe dismissal of all students. The plan shall encompass the following:

1. Supervision of students who arrive early and those who must remain after regular school hours.
2. Provisions for safe loading and unloading of students who arrive by bus.
3. Provisions for safety when students arrive or leave by automobile.
4. Provisions for safety of students when school is dismissed early and/or closed for emergency reason.

Adopted: 03/23/78

8.05

## **MAINTENANCE OF BUILDINGS AND GROUNDS**

The Superintendent or his designated representative shall be responsible for maintenance of buildings and grounds. Superintendent may employ, with Board approval, necessary personnel to keep buildings and grounds.

The Maintenance Supervisor shall have full responsibility for maintenance program and shall be responsible for keeping the necessary reports, records and files.

All requests for maintenance service shall be made to the Maintenance Supervisor by means of written request, except in case of emergency, through Superintendent's office.

The Maintenance Supervisor shall operate maintenance program according to budget approved by the Board.

The buildings and grounds of the Calhoun County School System shall be managed in such a manner that the optimum in educational environment shall be attained.

Through a designee of the Superintendent, school principals will be encouraged to initiate a program of continuous ground beautification.

Any major change in relation to buildings and grounds shall be coordinated through the Central Office.

Adopted: 03/23/78

8.06

## **MAINTENANCE PROGRAM**

The maintenance crew shall be responsible for all regular maintenance and repairs on school buildings and fixed equipment associated with individual schools. Specialized maintenance which cannot be handled by the regular maintenance crew shall be referred to the Superintendent's designee who shall conduct or approve negotiations to accomplish needed repairs. If the total maintenance need is beyond the capability of the maintenance crew, they will endeavor to provide maintenance within the capabilities available. However, there may be instances when the local



school will have to assume maintenance responsibility. The decision shall rest with the Superintendent.

A program of long-range maintenance shall be a continuous process, to include a five year projection, including summer projects.

A priority list shall be maintained, relative to major maintenance and capital outlay needs, for the entire system and each school. These needs shall be reviewed systematically, and adjusted accordingly.

Those needs directly related to the instructional program shall have priority of Board funds. Instructional program needs shall take precedence over any other project in expenditures, labor and equipment.

Maintenance materials shall be purchased under the general direction of the Maintenance Supervisor and in conformity with all Board policies. Materials purchased and used in quantity and materials for which standard specifications can be applied shall be purchased on the basis of competitive prices, in compliance with the State Bid Law.

No work shall be done by the maintenance department except on Board owned and/or operated facilities.

No purchases for private use shall be made through the maintenance department.

Adopted: 03/23/78

8.07

## **HOUSEKEEPING AND SANITATION**

School plant cleaning is a vital part of the total school program. It adds to the general appearance of the buildings and grounds and affects the general attitude of parents, teachers, and students as to the care and respect of the facility and greatly enhances the learning process.

The principal of each school and/or his designated representatives shall be responsible for initiating and maintaining an effective school plant cleaning program. Necessary personnel may be employed (within budget limitations) to provide effective custodial services for all schools in the School System.

Sanitary standards shall be maintained at all times to conform to Health Department regulations and standards. Surveys and inspections may be requested by the Superintendent at any time he deems it necessary.

Adopted: 03/23/78

8.08

## **EMPLOYMENT OF ARCHITECTS**

The Board shall employ a competent architect to oversee all construction projects in accordance with state law and applicable regulations.

## MEDICATION POLICY

### Administration of Prescribed Medication

**A. Supervised or assisted administration.** Except in those circumstances where self-administration of medication by the student is indicated and authorized under the self-administration policy stated at part B below, administration of medication to students should be supervised or assisted by the school administrator or the administrator's designee(s) in accordance with the following requirements:

(1) The school must be provided with a signed statement from the prescribing physician that includes the student's name; the name of the medication; the reason for the medication; the appropriate dosage and method of administration; the time of administration; the duration or discontinuation date, if applicable; and any known drug allergies or reactions. (Physician's statement forms will be available in the school office.)

(2) The medication must be delivered to the administrator or designee in a pharmacy-labeled container, which includes the student's name, prescriber's name, date, name of medication, dosage and instructions for administering, and date of discontinuation (where appropriate). Two containers may be requested from the pharmacy, with one labeled for school use.

Where deemed appropriate by the parent/guardian (as with small children), any prescribed medication may be delivered to appropriate school personnel directly by the parent/guardian. **NOTE: THE PARENT/GUARDIAN OR PARENT-DESIGNATED RESPONSIBLE ADULT MUST DELIVER ALL MEDICATIONS DESIGNATED CONTROLLED SUBSTANCES (SUCH AS RITALIN) TO THE SCHOOL ADMINISTRATOR OR DESIGNEE. ALL SHARP ITEMS SUCH AS SYRINGES AND LANCETS MUST BE TREATED AS CONTROLLED SUBSTANCES FOR PURPOSES OF THIS PROVISION. STUDENTS MUST NOT DELIVER CONTROLLED SUBSTANCES, INCLUDING SHARP ITEMS, TO THE SCHOOL.** Whether a prescribed medication is a controlled substance should be indicated by the physician in the appropriate location on the physician's statement form.

(3) The school should be provided with information concerning potential side effects of the medication. The side effects sheet provided by the pharmacist may be attached to the physician's statement form.

(4) The parent or guardian must sign a consent form (available in the school office) at the beginning of the school year and/or before any medication is given at school authorizing the school administrator or designee to administer or assist in the administration of the medication.

**B. Self-administration of medication.** The self-administration by the student of prescription medication is permitted only under the following conditions.

(1) Written parent/guardian and physician authorization for self-administration must be provided to the school on the appropriate forms available in the school office and self-administration must be approved in writing by the school nurse upon consideration of all relevant circumstances. The school nurse is authorized to develop and implement criteria for

determining whether and under what conditions self-administration of a particular medication by a particular student is permissible, including but not limited to any necessary assessment of the student's health status, the student's understanding and ability to self-medicate, and other relevant safety considerations.

(2) The school health nurse is further authorized to develop and implement a plan for monitoring the self-administration of prescription medication by the student, to evaluate the effectiveness of the plan, and to modify as needed. The school health nurse will inform appropriate teachers and administrators that the student is self-administering medication and will collaborate with appropriate school personnel, the student, and/or parent/guardian to determine a safe place for storage while providing for student accessibility.

(3) Self-administered medications must be stored in the original or pharmacy-labeled container in a secured area under the supervision of appropriate school personnel, **unless the physician/prescriber and parent(s) authorize a different arrangement for specific students, and such arrangement is approved by the school nurse.**

(4) **AS A GENERAL RULE, STUDENTS WILL NOT BE PERMITTED TO SELF-ADMINISTER MEDICATIONS DESIGNATED CONTROLLED SUBSTANCES (SUCH AS RITALIN).** Any exception must be with the express approval of the school nurse, based upon a determination that such exception is essential to the physical well-being of the child.

(5) **ANY STUDENT WHO ABUSES THE PRIVILEGE OF SELF-MEDICATION IN A MANNER THAT VIOLATES THE CODE OF STUDENT CONDUCT WILL BE SUBJECT TO APPROPRIATE DISCIPLINARY MEASURES.**

#### **Administration of Non-Prescription Medication**

Non-prescription medication, including Tylenol, aspirin, etc. may be administered on a limited basis provided the parent/guardian has completed a consent form authorizing the school administrator or designee to administer or supervise the administration of the medication. The medication must be in the original container with the manufacturer's label and contain an additional label stating the child's name, dosage, and time for administration.

#### **Storage of Medication**

All medication will be stored in the original or pharmacy-labeled container in a centrally located, secured area under the supervision of the school administrator or the administrator's designee, **unless the physician / prescriber authorizes a different arrangement for specific students.**

#### **Records**

A medication administration file containing the appropriate authorization and consent forms and other health related information will be maintained for each student to whom medication is administered during school. As part of the file, a complete record of medication administration will be developed and maintained by appropriate school personnel (except for certain students who self-administer medication as authorized by the school nurse). Forms for recording the date and time of administration, the date of discontinuation, and other appropriate comments will be developed and provided by the school nurse.

Adopted: 10/27/83

Revised: 09/15/96

## **COMMUNICABLE DISEASE POLICY**

### **A. General Policy Statement**

The Calhoun County Board of Education shall strive to protect the safety and health of students in our care, as well as their families, our employees and the general public. Staff members shall cooperate with public health authorities to promote these goals.

In an effort to prevent the spread of contagious infections at school, the Board authorizes the Superintendent, in consultation with the School Health Services Department, to develop and disseminate sound procedures designed to protect the health of students, school personnel, and others in the school environment by addressing the serious issues raised by communicable diseases, including HIV infection and other bloodborne pathogens.

This policy and all procedures developed hereunder are intended to protect students and employees from any direct threat to their health or safety connected with communicable diseases, but in a manner that does not improperly discriminate against any individual on the basis of disability. Generally, situations involving students or personnel with known communicable diseases that may pose a direct threat to the health or safety of others will be addressed on a case-by-case basis consistent with all applicable state and federal laws, including but not limited to Americans with Disabilities Act of 1990, Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, Family and Medical Leave Act, state sick leave provisions, state tenure law, and state fair dismissal statutes. Specific guidelines for HIV/AIDS are state below.

### **B. HIV / AIDS Infection**

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

#### **1. School Attendance**

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

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

School staff member will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This

includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

## **2. Employment**

Calhoun County Schools does not discriminate on the basis of HIV infections or association with another person with HIV infection, in accordance with the Americans with Disabilities Act of 1990. An employee with HIV infection may continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

## **3. Privacy**

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

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

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

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

## **4. Infection Control**

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood-borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The Superintendent will designate staff within the School Health Services Department to implement the precautions and investigate, correct, and report on instances of lapse.

A school staff member who becomes aware that a student's health condition or behavior presents a reasonable risk of transmitting any infection is expected to alert a supervisor and/or personnel within the School Health Services Department.

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

## **5. HIV and Athletics**

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

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

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

## **6. HIV Prevention Education**

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

- be taught in grades five (5) through twelve(12);
- use methods demonstrated by sound research to be effective;
- follow content guidelines prepared by the Centers for Disease Control and prevention (CDC);
- be appropriate to students' developmental levels, behaviors, and cultural backgrounds;
- build knowledge and skills form year to year;
- stress the benefits of abstinence from sexual activity, alcohol, and other drug use;
- include accurate information on reducing risk of HIV infection;
- address students' own concerns;
- include means for evaluation;
- be taught by well-prepared instructors with adequate support; and
- involve parents and families as partners in education.

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

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

## **7. Related Services**

Students will be provided access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection. School administrators, in cooperation with school guidance counselors and School Health Services Department, will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate counseling and testing programs and to other HIV-related services as needed. Public information about resources in the community will be kept available for voluntary student use.

## **8. Staff Development**

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

## 9. General Provisions

On an annual basis, system administrators will notify students, their family members, and school personnel about current policies concerning HIV infection, and provide convenient opportunities to discuss them.

### C. Effective Date and Review

This policy is effective immediately upon adoption. The Superintendent or designee shall regularly review and periodically report on the accuracy, relevance, and effectiveness of this policy, and when appropriate, provide recommendation for improving and/or updating the policy.

Adopted: 09/26/91

Revised: 08/23/01

8.11

## EXPOSURE CONTROL POLICY

In order to reduce the possible transmission of communicable disease, including HIV/AIDS, the Board directs the Superintendent, in consultation with the School Health Services Department, to develop and implement written Exposure Control Guidelines. Such guidelines shall be based upon the **Standard Precautions** promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood-borne infections as recommended by the Alabama State Department of Education and the Alabama Department of Public Health.

The Exposure Control Guidelines shall include listings of the job titles of all employees that might have occupational exposure to body fluids and of all tasks and procedures in which occupational exposure occurs. The Guidelines shall require each school principal, in conjunction with the School Health Services Department, to develop an appropriate Exposure Control Plan that implements the **Standard Precautions** in the school setting. The Guidelines shall specify engineering and work practice controls necessary to a safe school environment, including but not limited to the following: required supply and equipment distribution, annual staff training, prevention practices, incident reporting practices, post-exposure practices, documentation practices, and program review.

The Superintendent, in conjunction with the School Health Services Department, is further authorized to develop and disseminate forms to be utilized in advancement of these stated objectives.

Adopted: 08/23/01

## HEAD LICE POLICY

The Calhoun County Board of Education has a "no-nit" policy, which may result in the removal from school of students found to be infested with nits or live bugs. After removal and recommended treatment, affected students must be re-examined and declared "nit free" prior to returning to their classrooms. A parent/guardian will be required to accompany the student to school for re-examination following recommended treatment.

Adopted: 06/03/97  
Revised: 11/14/13

## AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY

Recognizing that many Americans, including school-aged children, die from out-of-hospital sudden cardiac arrest because lifesaving defibrillators are not readily available, the Board has approved the placement of AEDs at school locations within the system. This policy does not create an obligation to provide or to use such AEDs nor is it intended to create an expectation that either an AED or a trained employee will be present and/or able to use an AED if a condition arises making the use of an AED beneficial. It is the Board's intention that, by equipping and training employees in the use of AEDs, the potential to save lives through AED intervention will be increased.

In accordance with § 6-5-332.3 of the Code of Alabama, the Superintendent is authorized and directed to issue guidelines in an effort to ensure the following:

- 1) That expected defibrillator users within the schools receive appropriate training in an American Heart Association, American Red Cross, or other nationally recognized CPR course that includes AED training;
- (2) That defibrillators are maintained and tested according to the manufacturer's operational guidelines;
- (3) That a licensed physician or medical authority is designated to act as medical advisor for the system's AED program;
- (4) That trained employees who render emergency care with an AED shall contact emergency medical services as soon as possible by calling 9-1-1; and
- (5) That the Superintendent or designated program coordinator shall notify the local emergency communications center (9-1-1) of the existing locations and types of AEDs within the schools.

### Immunity from Civil Liability for Use of Defibrillator

Alabama Code §6-5-332(e), the "good Samaritan" statute, provides as follows:

- (e) A person or entity, who in good faith and without compensation renders emergency care or treatment to a person suffering or appearing to suffer from cardiac arrest, which may include the use of an automated external defibrillator, shall be immune from civil liability for any personal injury as a result of care or treatment or as a result of any act or failure to act in providing or arranging further medical treatment where the person acts as an ordinary prudent person would have acted under the same or similar circumstances, except damages that may result for the



gross negligence of the person rendering emergency care. This immunity shall extend to the licensed physician or medical authority who is involved in automated external defibrillator site placement, the person who provides training in CPR and the use of the automated external defibrillator, and the person or entity responsible for the site where the automated external defibrillator is located. This subsection specifically excludes from the provision of immunity any designers, manufacturers, or sellers of automated external defibrillators for any claims that may be brought against such entities based upon current Alabama law.

Adopted: 08/26/04

8.14

## **CALHOUN COUNTY SCHOOLS WELLNESS POLICY**

The Calhoun County School System promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The System supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential.

### **A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.**

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat, low nutrient foods to support school programs.

### **B. Support and promote proper dietary habits contributing to students' health status and academic performance.**

All foods available on school grounds and at school-sponsored activities **during the instructional day** should meet or exceed the State Guidelines. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure high quality meals.

### **C. Increase the amount of time students are engaged in physical activity.**

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity opportunities should be included in a school's daily education program from grades K through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess.

### **D. The Calhoun County School System is committed to improving academic performance in high-risk groups.**

Educators, administrators, parents, health practitioners, and communities must all acknowledge the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. Research highlighting the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn should be promoted to ensure widespread understanding of the

benefits to healthy school environments. The diversity of the student population (e.g., economic, religious, minority, cultural, and medical) should be considered at all times to ensure that all student needs are being met.

## **STUDENT NUTRITION**

### **Procedures**

The Calhoun County School System promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The System supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential.

#### **Hot Lunch/Breakfast Program:**

- The full meal program will continue to follow the U.S. Government's Nutrition Standards.

#### **Lunchroom Climate:**

- A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
- It is encouraged that the lunchroom environment be a place where students have:
  - adequate space to eat and pleasant surroundings;
  - adequate time for meals ,and
  - convenient access to hand-washing facilities before meals.

#### **Student Nutrition Education:**

The Calhoun County School System has a comprehensive curriculum approach to nutrition in kindergarten through ninth grade. Beginning with the 2006-2007 school year, all instructional staff will be encouraged to integrate nutritional themes into lessons when appropriate. The health benefits of good nutrition should be emphasized. These nutritional themes may include but are not limited to:

- ✓ Knowledge of food guide pyramid
- ✓ Healthy diet
- ✓ Healthy heart choices
- ✓ Food labels
- ✓ Sources and variety of foods
- ✓ Major nutrients
- ✓ Guide to a healthy diet
- ✓ Diet and disease
- ✓ Serving sizes
- ✓ Understanding calories
- ✓ Proper Sanitation
- ✓ Healthy snacks
- ✓ Identify and limit junk food
- ✓ Healthy breakfast

The LEA Nutrition Policy reinforces nutrition education to help students practice these themes in a supportive school environment.

#### **Parent Nutrition Education:**

- Nutrition education will be provided to parents beginning at the elementary level. The goal will be to continue to educate parents throughout the middle and high school levels.
- Nutrition education may be provided in the form of handouts, postings on the system website, or presentations that focus on nutritional value and healthy lifestyles.

### **Wellness Committee:**

Local Schools should comprise a committee, using the System Policy/Guidelines to create the local school plan. The committee should meet annually (more frequently if needed) with committee membership as follows:

- ❖ Child Nutrition Program Representative
- ❖ Parent Representative
- ❖ Faculty/Staff member Representative
- ❖ Administrative Representative
- ❖ Physical Education and Health Program Instructors
- ❖ School Nurse
- ❖ Student Representative

### **Standards**

The Calhoun County School System strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the system has adopted the following Nutrition Standards governing the sale of food, beverage, and candy on school grounds. **Sites are encouraged to study these Standards and develop a local school plan using the following System Nutrition Standards as minimal guidelines.**

#### **Food:**

- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 10% of its total calories derived from saturated fat.
- It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.
- Encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits, and vegetables.

#### **Beverages:**

- The sale of any carbonated drinks must meet the guidelines as mandated by the Alabama Department of Education's Nutrition Policy. (This policy outlines specific requirements that may vary dependant upon the grade level(s) housed on the school's campus).
- Milk, water, and beverages containing 100% fruit juice may be sold on school grounds both prior to and throughout the instructional day.

#### **Candy:**

- Vending sales of candy will not be permitted on school grounds.
- Non-vending sales of candy will be permitted at the conclusion of the instructional day.
- Candy is defined as any item that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose {dextrose}, high-fructose corn syrup, honey, invert sugar, lactose,

maltose, molasses, raw sugar, table sugar {sucrose}, syrup) listed as one of the first two ingredients.

Adopted: 04/27/06

# **CHAPTER NINE**

## **SCHOOL-COMMUNITY RELATIONS**

- 9.01 TITLE I PARENTAL INVOLVEMENT POLICY
- 9.02 PUBLIC USE OF SCHOOL FACILITIES
- 9.03 VISITORS TO SCHOOL CAMPUS
- 9.04 COOPERATION WITH PRIVATE SCHOOLS
- 9.05 COOPERATION WITH STUDENT TEACHING PROGRAMS
- 9.06 SCHOOL CHOICE POLICY

9.01

### **Title I Parental Involvement Policy**

#### **1. Statement of Purpose**

The Calhoun County School District is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

Grade level goals for the children of the school district will be distributed to all parents in the district, with the expectation that all students will work toward these goals. We recognize that some students may need the extra assistance available through the Title I program to reach those goals. The Calhoun County School District intends to include parents in all aspects of the district's Title I program. The goal is a school-home partnership that will help all students in the district to succeed.

#### **2. Parental Involvement in Developing the Policy**

An Advisory Council consisting of parents, classroom teachers, members of the community, support staff, local school administrators, and central office staff will meet to develop and then review annually, our school district's Parental Involvement Policy. Our Advisory Council will be chosen from volunteers from each local school and each area of representation. Special attention will be given to recruiting parents of children in the Title I program.

#### **3. Annual Meeting for Title I Parents (to be held in each school)**

At the annual meeting for parents, which will be held by October 31, in each school in the district, parents will be given information about the Title I guidelines. They will be given copies of the district's current Parental Involvement Policy, and will be offered a chance to become involved in revising that policy as needed. People may volunteer to serve on committees at the local as well as district level.

The annual meeting will be held twice, for the convenience of parents (morning and afternoon/evening). Parents will be sent written notices about the meeting times and translation will be available upon request (Example: English to Spanish).

#### **4. School-Parent Compact**

According to the Title I regulations, each school must share responsibility with parents for high student performance by developing a school-parent-student compact jointly with the parents of children participating in the program. These compacts must outline how parents, staff, and students will share responsibility for promoting high student achievement.

Parents will receive the compact from their child's school with a checklist of responsibilities that teachers, parents, and students will each have for helping students achieve their goals. Compacts will be reviewed at parent conferences and may be amended as needed.

#### **5. Types of Parental Involvement**

There are many ways in which parents can become involved with their children's education. This school district values both the at-home contributions and those which take place at school and in the community.

#### **6. Matching Programs to the Needs of Our Community**

Each year, the school district will assess the needs of parents and children in this community, through a variety of measures, so that the Title I program will be tailored to meeting those needs. Parents are encouraged to call their local school or the Central Office at any time to make suggestions. In eliminating barriers to parental participation, particular attention will be given to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

#### **7. Staff-Parent Communication**

Communications with parents will include a Title I newsletter distributed monthly each school year. There will also be notices sent home with children.

#### **8. Evaluation**

The district-wide Title I Advisory Council will be involved in the process of school review and improvement. Parents of children in the Title I program will be part of this group. The aim will be to evaluate the schools in this district, collecting information in a variety of ways, including visits to the schools and observation of classes.

There will be an annual evaluation of the content and effectiveness of the Title I parental involvement program, and parents will be asked for their input. The evaluation will include an assessment of how much parental involvement is increasing and what barriers to parental participation still need to be overcome. The school district will revise its Parental Involvement Policy on the basis of this annual review.

This commitment to family involvement has been approved by the Calhoun County Board of Education. The policy will be coordinated by Title I supervisory staff and teachers throughout the district and promoted by building principals and other school staff.

Adopted: 09/26/85  
Revised: 06/24/99; 10/28/04

9.02

## PUBLIC USE OF SCHOOL FACILITIES

The Board approves the use of school buildings, facilities, and grounds for educational, civic, and cultural purposes. When school facilities are not in use by the school for required school operations and functions, they may be made available for the following uses:

1. School sponsored activities;
2. Educational meetings (local, district and state);
3. Local Board of Education meetings and activities;
4. State Department of Education meetings and activities;
5. Meetings by school system employees and employee organizations;
6. Meetings and activities by Booster Clubs and similar organizations comprised of parents of students;
7. P.T.O/P.T.A. meetings;
8. Meetings and activities of recognized charitable and philanthropic groups;
9. Meetings of local civic organizations;
10. Profit making activities sponsored by school and/or recognized parent organizations; and
11. Other appropriate and worthwhile uses with the approval of the school principal.

The school has top priority and no use shall be made that interferes with school operations.

All uses of school facilities must comply with insurance requirements imposed by school system insurance provisions.

The principal of the school shall be responsible for seeing that facilities are used in a proper manner and that all uses of school facilities are properly supervised.

Any outside group or organization (i.e., those not affiliated with school system) using school property shall be liable for any loss, damage, injury, or expense caused by or arising from such use. Failure to assume this responsibility by written agreement, as authorized by the Superintendent, shall result in the immediate loss of use by the group or organization.

Any outside group or organization (i.e., those not affiliated with school system) using school property to conduct youth activities such as ballgames, sporting events, sports practices, cheerleading, and other related or similar activities **must** provide proof of accident insurance coverage for each participant, with minimum coverage limits of \$5,000 to \$10,000, as determined by the school principal. Proof of catastrophic insurance coverage for participants may be required, as deemed appropriate by the school principal. Such groups who use school facilities for organized and/or profit-making ballgames, sporting events, and similar activities to which the public will be invited must also provide proof of general liability insurance coverage with minimum coverage limits of \$300,000 for each occurrence.

Note: The Calhoun County School System and its schools do not support, sponsor or otherwise participate in any your sports programs, activities, or events other than school-related sports programs, activities, and events permitted, sanctioned, and/or governed by the Alabama High School Athletic Association.

Any group or organization using school property must adhere to all reasonable safety standards and regulations and must leave facilities in a clean, orderly, and secure condition after each use.

No school facilities shall be used for any unlawful purpose.

Gambling, use of tobacco products, and use of alcoholic beverages are prohibited.

The Calhoun County Board of Education and/or the Superintendent retain the final right to deny use of school facilities when deemed necessary or in the best interests of the school system or the public.

Adopted: 03/28/78

Revised: 09/26/96



## **VISITORS TO SCHOOL CAMPUS**

All visitors entering a school campus during school hours are required to report to the office of the school principal before further visitation.

Adopted: 03/23/78

## **COOPERATION WITH PRIVATE SCHOOLS**

The Board will cooperate with parochial and private schools in matters of mutual benefit where not expressly prohibited by law.

Adopted: 03/23/78

## **COOPERATION WITH STUDENT TEACHING PROGRAMS**

The school system will cooperate with teacher training institutions of the State of Alabama by accepting and supervising student teachers.

Adopted: 03/23/78

## **SCHOOL CHOICE POLICY**

In compliance with the *No Child Left Behind Act of 2001* (NCLB), Calhoun County Schools assures that it will:

- Provide to parents of children who attend Title I schools designated as School Improvement schools the option to transfer to a higher performing school.

To facilitate the school choice option Calhoun County Schools will:

- Provide written notice about the school's *School Improvement* status and school choice option to parents of each student enrolled in the school. The notification will be in a comprehensive, easy-to-understand format and, to the extent practicable, in a language they can understand.
- Written notice to parents will be given prior to the start of the school year if possible. The parent notification will contain the following six elements:
  1. An explanation of what the School Improvement designation means and how the school's academic achievement compares to other schools of the same grade configuration in the LEA and in the state as a whole.
  2. The specific areas that contributed to the school's designation as a *School Improvement* school.
  3. An explanation of what the school and LEA are doing to address the school's failure to achieve AYP.

4. An explanation of how the parents can become involved in addressing the academic challenges that caused the school's failure to achieve AYP.
  5. An explanation of the parents' option to transfer their child to a higher achieving receiving school, with transportation provided by the LEA, as long as the sending school remains in Title I School Improvement. The explanation should also include information on the academic achievement of the receiving schools.
  6. The identification of each school that the parent can select with a description of the academic achievement of the receiving schools.
- Identify at least two receiving schools to which students may transfer if their parents select the choice option.
  - Notify parents by letter of the option to receive supplemental educational services in situations where there are no schools to which the students can transfer. These free tutoring services are offered to eligible low-income students.
  - Set a reasonable deadline by which parents must apply for transfer, ensuring sufficient time and information to make an informed decision.
  - Provide at least one additional method of notification of School Choice options, including newspapers, posters, and/or the Internet.
  - Prioritize students in meeting preferences expressed by parents for specific receiving schools or in selecting students to receive aid for transportation when funding is inadequate.
    1. Identify all students from low-income families using the poverty measure to rank schools for Title I purposes (such as students receiving free and reduced price lunches).
    2. Rank-order students within that group according to achievement levels using objective educational measure of the student's achievement (such as the state assessment).
    3. Start from students at the top of the list and approve parents' choice of receiving schools or provide funding for transportation.

Adopted: 08/25/05