

OPP CITY BOARD OF EDUCATION POLICY MANUAL

TABLE OF CONTENTS

POLICY	TITLE	PAGE
	CHAPTER 1.0 PHILOSOPHY	
1.10	SYSTEM PHILOSOPHY AND BELIEFS	10
1.12	SYSTEM LEGAL STATUS	11
	CHAPTER 2.0 – SCHOOL BOARD GOVERNANCE AND OPERATIONS	
2.10	SCOPE OF THE SCHOOL SYSTEM	12
2.11	QUALIFICATIONS OF BOARD MEMBERS	13
2.12	BOARD MEMBER ORIENTATION AND TRAINING	14
2.13	TERMS OF BOARD MEMBERS	16
2.19	BOARD CODE OF CONDUCT	17
2.20	BOARD RESPONSIBILITIES AND DUTIES	20
2.21	ORGANIZATION AND OFFICERS OF THE BOARD	23
2.22	BOARD MEETINGS	24
2.23	POLICY ADOPTION, DISSEMINATION AND SUSPENSION	28
2.24	BOARD MEMBER COMPENSATION	30
2.25	SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY	31
2.26	SPECIAL COMMITTEES OF THE SCHOOL BOARD	33
2.30	LEGAL COUNSEL	34
2.31	BOARD AND SUPERINTENDENT RELATIONS	35
	CHAPTER 3.0 – SCHOOL ADMINISTRATION	
3.10	ADMINISTRATIVE ORGANIZATION	36

3.12	CALENDAR, LENGTH OF SCHOOL DAY AND YEAR	37
3.13	SUPERINTENDENT SELECTION	38
3.20	QUALIFICATIONS OF THE SUPERINTENDENT	39
3.21	CONTRACT OF THE SUPERINTENDENT	41
3.22	RESPONSIBILITIES OF THE SUPERINTENDENT	42
3.24	OPENING AND CLOSING OF SCHOOLS	43
3.25	EMERGENCY CLOSINGS	44
3.26	CARE OF STUDENTS BEFORE AND AFTER SCHOOL	45
3.30	RESPONSIBILITIES OF PRINCIPALS	47
3.40	SAFE AND SECURE SCHOOLS	48
3.41	EMERGENCY DRILLS	51
3.42	PROHIBITION OF ALCOHOL AND ILLEGAL DRUGS AT SYSTEM ACTIVITIES	52
3.43	PROHIBITION OF SEXUAL HARASSMENT, VIOLENCE, THREATS OF VIOLENCE (ANTI-BULLYING)	53
3.44	EQUAL OPPORTUNITY	59
3.45	PROHIBITION OF TOBACCO USE IN SYSTEM FACILITIES	60
3.46	SUICIDE PREVENTION	61
3.50	PUBLIC INFORMATION	63
3.51	COPYING OF PUBLIC RECORDS	64
3.60	FLAG DISPLAY AND PLEDGE	65
3.61	A PERIOD OF QUIET REFLECTION	66
3.62	RELIGIOUS LIBERTY	67
3.70	SCHOOL VOLUNTEERS	68
3.80	COMMUNICABLE DISEASES AND CONDITIONS	69
	CHAPTER 4.0 – CURRICULUM AND INSTRUCTION	
4.10	THE CURRICULUM	71

4.11	SPECIAL EDUCATION AND PROGRAMS FOR ACADEMICALLY AT-RISK STUDENTS	73
4.13	HOMEWORK	74
4.14	SUMMER PROGRAMS	75
4.15	SUPPLEMENTAL SCHOOL DONATIONS	76
4.16	STUDENT FEES, FINES AND CHARGES	77
4.17	DUAL ENROLLMENT	78
4.18	VIRTUAL SCHOOL OPTION	80
4.21	TEXTBOOKS AND INSTRUCTIONAL MATERIALS	82
4.22	LIBRARY MEDIA CENTERS	83
4.30	CHALLENGED MATERIALS	85
4.31	CONTROVERSIAL ISSUES	87
4.33	ANIMALS ON SCHOOL PREMISES	89
4.42	PUBLIC APPEARANCE OF SCHOOL GROUPS	92
4.43	FIELD TRIPS	93
4.44	SCHOOL FUNCTIONS	97
4.45	SERVICE ANIMALS	98
4.50	STUDENT PUBLICATIONS	101
4.60	ASSESSMENT PROGRAM	102
4.61	TEST SECURITY	103
4.71	REPORT CARDS	104
4.80	TRANSFERS FROM NON-ACCREDITED OR HOME SCHOOLS	105
4.81	CAREER TECHNICAL COOPERATIVE EDUCATION	107
4.82	SAFETY IN CAREER TECHNICAL CLASSES	109
4.83	CAREER TECHNICAL PROGRAM EQUIPMENT MAINTENANCE, REPAIR, REPLACEMENT AND DISPOSAL	110
4.84	LIVE WORK IN CAREER TECHNICAL EDUCATION PROGRAMS	112
4.85	PLACEMENT AND FOLLOW-UP OF CAREER TECHNICAL GRADUATES	113

	CHAPTER 5.0 – STUDENTS	
5.10	ADMITTANCE/ENROLLMENT REQUIREMENTS	114
5.11	NON-RESIDENT STUDENT ADMITTANCE/ENROLLMENT REQUIREMENTS	118
5.13	PRE-KINDERGARTEN CLASS ADMISSION AND ENROLLMENT	122
5.17	STUDENT RIGHTS AND RESPONSIBILITIES	123
5.20	GRADUATION REQUIREMENTS	124
5.22	CLASS RANKINGS AND HONOR GRADUATES	125
5.26	STUDENT PROMOTION AND RETENTION	126
5.29	STUDENT DUE PROCESS	128
5.30	STUDENT CONDUCT AND SUPERVISION	130
5.30.1	CORPORAL PUNISHMENT	132
5.30.2	PHYSICAL RESTRAINT AND SECLUSION	133
5.31	INTERROGATIONS AND SEARCHES	139
5.31.1	USE OF VIDEO SURVEILLANCE EQUIPMENT	142
5.31.2	USE OF METAL DETECTORS	143
5.31.3	UNANNOUNCED VISITS BY LAW ENFORCEMENT	144
5.31.4	USE OF CANINE LAW ENFORCEMENT	145
5.32	STUDENT POSSESSION OF DEADLY WEAPONS	146
5.33	EXPULSION	148
5.33.1	STUDENT GRIEVANCES	150
5.35	STUDENT CHECK-OUT	152
5.40	STUDENT ATTENDANCE	153
5.41	COMPULSORY SCHOOL ATTENDANCE AGE	155
5.42	REVOCATION OF DRIVER’S LICENSE OR LEARNER’S PERMIT	156
5.43	TRUANCY	157
5.60	STUDENT ILLNESS OR INJURY	158
5.62	ADMINISTRATION OF MEDICATION	159

5.64	EYE PROTECTION DEVICES	161
5.68	AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE	162
5.70	STUDENT RECORDS	163
5.71	DIRECTORY INFORMATION	164
5.74	ANAPHYLAXIS PREPAREDNESS PROGRAM	165
5.80	EXTRACURRICULAR ACTIVITIES	167
5.81	ATHLETICS	169
5.82	NON-FACULTY COACHES	171
5.83	STUDENT DRUG TESTING PROGRAM	172
5.90	ACCEPTABLE USE OF COMPUTER TECHNOLOGY AND RELATED RESOURCES	173
5.91	INFORMATION MANAGEMENT SYSTEM AND STUDENT DATA	177
	CHAPTER 6.0 – HUMAN RESOURCES	
6.10	EQUAL OPPORTUNITY FOR EMPLOYMENT	178
6.11	EMPLOYMENT STATUS AND TIME SCHEDULES	179
6.11.1	EXTRA DUTIES AND STAFF MEETINGS	181
6.11.2	DUAL EMPLOYMENT	182
6.12	POSTING VACANT POSITIONS AND RECRUITMENT	183
6.13	JOB DESCRIPTIONS	185
6.14	CONFLICTS OF INTEREST	186
6.14.1	GIFTS	187
6.14.2	USE OF SYSTEM-OWNED EQUIPMENT AND MATERIALS	188
6.14.3	TUTORING FOR PAY BY CERTIFIED PERSONNEL	189
6.15	NEPOTISM	190
6.16	EMPLOYMENT REQUIREMENTS	191
6.18	PERSONNEL ORIENTATION	193
6.19	MEDICAL EXAMINATIONS	194
6.20	SUBSTITUTES	195

6.21	NON-PROBATIONARY STATUS/TENURE	196
6.29	EMPLOYEE CONDUCT	197
6.30	EMPLOYEE VIOLATION OF LAW	198
6.30.1	EMPLOYEE POSSESSION OF DEADLY WEAPONS	199
6.32	POLITICAL ACTIVITIES	200
6.33	PROFESSIONAL ORGANIZATIONS	201
6.40	COMPLAINTS AGAINST EMPLOYEES	202
6.41	EMPLOYEE GRIEVANCES	203
6.50	EMPLOYEE SUSPENSION, TERMINATION, SEPARATION	206
6.60	EMPLOYEE PERFORMANCE ASSESSMENT	208
6.70	NOTIFICATION OF ABSENCE	209
6.70.1	ANNUAL LEAVE OF ABSENCE	210
6.70.2	VACATION LEAVE	212
6.70.3	FAMILY AND MEDICAL LEAVE (FMLA)	213
6.70.3.1	MILITARY FAMILY AND MEDICAL LEAVE	214
6.70.4	ON THE JOB INJURY LEAVE	218
6.70.5	LEGAL SERVICE – JURY DUTY OR WITNESS LEAVE	220
6.70.6	MILITARY LEAVE	221
6.70.7	PERSONAL LEAVE	222
6.70.8	PROFESSIONAL LEAVE AND LEAVE FOR TRAINING	223
6.70.9	SICK OR BEREAVEMENT LEAVE	224
6.71	SICK LEAVE BANK	226
6.72	DRUG- AND ALCOHOL-FREE WORKPLACE	227
6.72.1	DRUG AND ALCOHOL TESTING OF DESIGNATED EMPLOYEES	229
6.82	PERSONNEL RECORDS	232
6.83	SALARY SCHEDULES and PERSONNEL CONTRACTS	234
6.87	OVERTIME BY NON-SUPERVISORY PERSONNEL	235
6.90	EMPLOYEE TRANSFERS	236

6.91	REDUCTION IN FORCE	237
6.92	RETIREMENT OF PERSONNEL	240
6.93	RESIGNATION OF PERSONNEL	241
	CHAPTER 7.0 – BUSINESS AND FINANCIAL SERVICES	
7.10	BUDGET DEVELOPMENT	242
7.12	FINANCIAL STATEMENT	245
7.13	MONTHLY FINANCIAL RECORD RECONCILIATION	246
7.14	LOCAL SCHOOL CHECKING ACCOUNTS	247
7.15	DEPOSITORY OF FUNDS	248
7.20	ACCOUNTING AND REPORTING	249
7.21	FEES/TUITION	251
7.22	SCHOOL STORES	252
7.23	PAYROLL PROCEDURES	253
7.24	TRAVEL EXPENSE REIMBURSEMENT	255
7.25	CASH IN SCHOOL BUILDINGS	257
7.28	GOVERNMENTAL FUNDS	258
7.31	FOOD SERVICE FUNDS	261
7.32	INVESTMENT OF FUNDS	262
7.33	RESERVE FUNDS	263
7.35	FINANCIAL ACCOUNTING FOR SCHOOL CLUBS AND ORGANIZATIONS	264
7.40	BONDED PERSONNEL	266
7.41	INDEBTEDNESS	267
7.42	INSUFFICIENT FUNDS AND WORTHLESS CHECKS	268
7.50	AUDITS	269
7.60	PURCHASING AND BIDDING	270
7.61	ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY	273
7.62	PROPERTY SALE, TRANSFER, DISPOSAL	275

7.63	LOST OR STOLEN PROPERTY	276
7.64	INVENTORIES AND PROPERTY MANAGEMENT	277
7.65	PURCHASE ORDERS	279
7.70	RISK MANAGEMENT INSURANCE	280
7.90	FUND-RAISING FOR SCHOOL PROJECTS AND ACTIVITIES	281
7.91	SHORT TERM NOTES	282
7.92	ALLOCATION AND EXPENDITURE OF FUNDS	283
7.93	DETERMINATION OF ALLOWABLE COSTS – FEDERAL FUNDS	285
7.94	CONFLICT OF INTEREST FOR PROCUREMENT TRANSACTIONS	286
7.95	CASH MANAGEMENT OF FEDERAL FUNDS	287
	CHAPTER 8.0 – AUXILIARY SERVICES	
8.10	SAFETY PROGRAM	288
8.11	SCHOOL SAFETY COMMUNICATION AND MEDIA PLAN	289
8.14	FACILITY INSPECTIONS	291
8.20	SANITATION	292
8.30	VEHICLE INSPECTIONS	293
8.31	SPECIAL USE OF SCHOOL BUSES	294
8.40	CHILD NUTRITION PROGRAM	295
8.41	MEAL PATTERNS	297
8.50	FACILITIES	298
8.51	SUPERVISION OF CONSTRUCTION	299
8.53	IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS	300
8.60	TECHNOLOGY AND TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE	301
8.61	EMPLOYEE ACCEPTABLE USE OF COMPUTER RESOURCES	304
8.62	WELLNESS	307
8.63	CELL PHONE USE	308

8.80	RECORDS RETENTION AND DISPOSAL	309
	CHAPTER 9 – SCHOOL – COMMUNITY RELATIONS	
9.10	PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS	311
9.15	PARENT INVOLVEMENT: FAMILY AND SCHOOL PARTNERSHIPS	313
9.20	PUBLIC INFORMATION/PUBLIC RELATIONS	316
9.30	USE OF FACILITIES	317
9.40	ADVERTISING IN SCHOOLS	320
9.50	DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS	321
9.60	VISITORS	322
9.70	RELATIONS WITH GOVERNMENTAL AUTHORITIES	324
9.80	PUBLIC GIFTS TO SCHOOLS	325
9.90	PUBLIC COMMENTS	326

CHAPTER 1.0 - PHILOSOPHY

1.10 SYSTEM PHILOSOPHY AND BELIEFS

Opp City Schools will nurture the development of life-long learners with skills and attitudes necessary to maximize their potential for success. This will be accomplished by a committed, effective staff using sequential, innovative curricula taught in a non-threatening environment.

The beliefs of the Opp City School System include:

1. Students are the reason for the school's existence.
2. All programs must grow and change with the needs of students.
3. Each individual deserves an environment that is safe and conducive to learning.
4. Each individual is unique, has worth and dignity, and deserves respect.
5. Each individual can learn.
6. Each individual needs instructional guidance to initiate the learning process, and reassurance and praise to promote actual learning.
7. Each individual should have an equal opportunity for participation and acceptance.
8. Each individual deserves the best education possible in order to achieve his/her highest potential.
9. Each individual needs to perceive, experience, and promote the beauty of the world in which he/she lives.

Reference(s): *Code of Alabama 16-11-9; 16-3-16 et. seq.*

Adopted: *January 19, 2017*

Revised:

CHAPTER 1.0 – PHILOSOPHY

1.12 SYSTEM LEGAL STATUS

The Opp City School System derives its legal status from the State Legislature that, in turn, is subject to the Constitutions of both the State of Alabama and the United States.

Amendment 111 to the Alabama Constitution provides that the legislature may by law provide for or authorize the establishment and operation of schools.

The Opp City School System is, therefore, under the exclusive control and management of the Opp City Board of Education as prescribed above, and shall be operated in accordance with constitutional and statutory law.

The corporate name of this school system shall be the Opp City Board of Education, and it conducts its business at 305 East Stewart Avenue, Opp, Alabama 36467.

Reference(s): Code of Alabama 16-11-1, 16-11-2, Alabama Constitution of 1901 §256 Amendment III

Adopted: January 19, 2017

Revised:

CHAPTER 2.0 – SCHOOL BOARD GOVERNANCE AND OPERATION

2.10 SCOPE OF THE SCHOOL SYSTEM

The Opp City Board of Education is the governing body of the system and is responsible for the control, operation, organization, management, and administration of public schools in the system pursuant to the provisions and minimum standards prescribed by Alabama statutes and State Board of Education rules.

Reference(s): Code of Alabama 16-11-1, 16-11-2, Alabama Constitution of 1901 §256 Amendment III

Adopted: January 19, 2017

Revised:

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

2.11 QUALIFICATIONS OF BOARD MEMBERS

Many desirable characteristics are needed to be a Opp City Board of Education member, such as a willingness to give time and effort; a belief in the spirit and need for public education; the ability to motivate other people; the capacity to understand people; the insight which is needed to work as a part of a cooperative body; and a devotion to the concept of a better society through education.

The following qualifications are legally required to become one of the members of the Opp City Board of Education:

- I. The individual must be a legal resident of the district he/she seeks to represent; (Residence is defined as having established a legal residence within the district for at least ninety (90) consecutive days immediately preceding the deadline date for qualifying as a candidate)
- II. The individual shall not be employed by the Opp City School System or be a member of the City Council or County Commission;
- III. The individual must be of good moral character;
- IV. The individual must have at least a high school diploma or equivalent;
- V. The individual must not be a registered sex offender;
- VI. The individual must not be a convicted felon; and,
- VII. The individual must not be serving on the board of a private school or college.

Reference(s): Code of Alabama 16-11-2, 16-11-3, 41-16-60, 36-25-1, 36-9-1, Alabama Legislative Acts 91-161, 93-536, 95-258, 98-627, Alabama School Board Governance Improvement Act of 2012.

Adopted: January 19, 2017

Revised:

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

2.12 BOARD MEMBER ORIENTATION AND TRAINING

Opp City 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 at a minimum the requirements of the Alabama School Board Governance Act of 2012:

- a. Orientation for newly elected or appointed 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.
- d. Beginning July 1, 2013, members must complete six (6) hours of annual training between July 1 and June 30, two (2) hours of which must be interactive training and encompass the entire Board of Education.

The Board recommends beginning in July after a member's initial appointment to the Board of Education, that he/she has twelve (12) months to complete the Alabama Association of School Board's two segments of orientation. Orientation is required once, but refresher training is encouraged.

As soon as possible after the appointment of a new Opp City Board of Education member, the Superintendent should provide him/her with copies of Alabama school laws, the system's policy manual, current budget of the school system, Code of Student Conduct, strategic or other long-range plan and other materials as deemed appropriate by the Superintendent. New members shall be encouraged to attend orientation sessions and other training arranged at the local school system level and by the Alabama Association of School Boards.

The Superintendent shall include an amount in each proposed annual budget to cover expenses to support the participation of the Board in activities and programs conducted by the State and other organizations as the Board chooses. Board member travel outside of the state of Alabama must be approved in advance by the Opp City Board of Education in order for a member to receive reimbursement.

The Opp City Board of Education may maintain membership in the Alabama Association of School Boards. Board members shall participate when possible in AASB development opportunities and training programs.

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

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

Reference(s): *Code of Alabama 16-1-6, 16-11-9, Alabama Legislative Acts 2009-229 and 2009-297, Alabama School Board Governance Improvement Act of 2012*

Adopted: *January 19, 2017*

Revised:

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

2.13 TERMS OF BOARD MEMBERS

The Opp City Board of Education shall be composed of five (5) members, with one member being elected from each of the five (5) city council districts by a majority of the qualified electors voting who reside in the district. Newly elected Board members shall assume office at noon on the first Monday in October following their election and shall serve terms of office of four (4) years. Members shall serve on the Board until their successor assumes office.

The Opp City Council shall make appointments to fill unexpired vacancies on the Board of Education. The Council may set any time to fill the vacancy of an un-expired term.

Any Board member shall be considered resigned when he or she permanently establishes residence outside the district he/she was elected to represent or becomes an employee of the Opp City Board of Education.

Members of the Opp City Board of Education are officers of the State and may be removed from office only through impeachment proceedings in Circuit Court or other court of like jurisdiction as stipulated in the Alabama Constitution of 1901.

Causes for impeachment of any Board member shall be those applicable to all public officers, namely:

1. willful neglect of duty;
2. corruption in office;
3. incompetence;
4. intemperance in the use of intoxicating liquors or narcotics to such an extent that it renders the officer unfit to discharge duties of the office; or
5. any offense involving moral turpitude while in office, or connected therewith.

Reference(s): *Code of Alabama 16-11-2, 16-11-3, 36-9-2, Alabama Legislative Acts 91-161, 93-536, 95-258, 98-627, Alabama Constitution of 1901 Article VII*

Adopted: *January 19, 2017*

Revised:

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

2.19 BOARD CODE OF CONDUCT

The Opp City Board of Education desires to operate with the highest standards of stewardship and principles of public service possible and to that end the Board adopts this Code of Conduct.

Conduct of Individuals

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

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

17. Shows respect and courtesy to staff members.

Conduct of Individuals at Board Meetings

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

Conduct of the Board as a Whole

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

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

Reference(s): *Code of Alabama 16-1-14.1, Alabama Open Meetings Act, Alabama School Board Governance Improvement Act of 2012*

Adopted: *January 19, 2017*

Revised:

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

2.20 BOARD RESPONSIBILITIES and DUTIES

- I. The Opp City Board of Education is responsible for the organization and control of the public schools of the system and is empowered to determine the policies necessary for the effective operation and general improvement of the school system. The Board is a public corporate entity and may take action only when the Board is meeting in official public session and a quorum is present. The Opp City Board of Education shall limit its action to establishing policy and to meeting the requirements prescribed by federal and state law and rules of the State Board of Education. Individual members of the Opp City Board of Education have authority to take official action only when sitting as a member of the Board in public session, except when the Board specifically authorizes the member to act. The Opp City Board of Education shall not be bound in any way by any action on the part of an individual Board member or an employee, except when such statement or action is in compliance with the public action of the Opp City Board of Education.
- II. The specific duties of the Board shall include, but not be limited to the following:
 - A. Work with the Superintendent to establish a vision for the school system by adopting goals that address student needs, advance student performance, and review data to monitor implementation of policies and programs.
 - B. Adopt policies and programs to meet the adopted goals and respond to system needs recommended by the Superintendent.
 - C. Address personnel recommendations submitted by the Superintendent in a timely manner and take personnel actions based on student needs and system finances without regard to personal preferences or political interests.
 - D. Approve operating budgets aligned with the adopted goals as recommended by the Superintendent.
 - E. Advocate for the needs, resources, and interests of students and allow the Superintendent to address constituent issues.

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

- III. The duties and obligations of an individual Opp City Board of Education member shall include, but not be limited to the following:
- A. To attend all meetings;
 - B. To become familiar with selected federal and state school laws, State Department of Education rules and regulations, and local Board policies, rules and regulations;
 - C. To assist in establishing the highest goals and objectives for the Opp City School System which realistically can be achieved;
 - D. To vote and act in the Board meetings for the total good of the school system;
 - E. To accept the will of the majority vote and give support to the resultant policy;
 - F. To represent the Opp City Board of Education in such a way as to promote public interest in and support for Board-related activities;
 - G. To refer complaints and inquiries to the proper school authorities and to abstain from individual counsel and action;
 - H. To recognize that candid discussions based on objective rationale are vital to the ultimate success of the school system;
 - I. To comply with statutory requirements, state and Opp City Board of Education policies, and regulations of duly authorized administrative agencies;
 - J. To act ethically in all matters at all times, thereby representing the school system to the best of one's ability; and

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

- K. To receive no financial interest or personal benefit, either directly or indirectly, in the purchase of or contract for real or personal property or contractual service with the Opp City Board of Education.

Reference(s): *Code of Alabama 16-11-9, 16-11-5, 16-11-17, 16-11-24, 36-25-1, 36-26-100, 41-16-50, 41-16-57, Alabama Legislative Acts 2005-40 (Alabama Open Meetings Act), Alabama School Board Governance Improvement Act of 2012*

Adopted: *January 19, 2017*

Revised:

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

2.21 ORGANIZATION AND OFFICERS OF THE BOARD

The Opp City Board of Education shall elect, at its annual meeting in May of each year, one of its members as President and one as Vice-President. The President shall preside at all meetings of the Board and he/she shall call special meetings when circumstances require such meetings

The President shall sign, with the Superintendent, the minutes and other official documents which require the signature of the President. He/she shall perform other duties as prescribed by law or specified in the policies of the Opp City School System.

The President shall preside at all school board meetings, appoint committees, and perform such other duties as may be prescribed by law or by action of the Board. The Vice-President shall preside in the absence of the President and shall perform such other duties of the President as required by circumstances.

If the President and Vice-President are absent from a meeting at which a quorum is present, the Superintendent may assume the Chair to conduct an election to select a President Pro-Tem for that respective meeting. The Superintendent shall have no nominating authority or voting rights.

The Superintendent, as provided by law, shall be the secretary and executive officer of the Board.

Reference(s): *Code of Alabama 16-11-3, 16-11-5, 16-12-1, 16-12-3, Alabama Legislative Act 91-161 § 4 and §8*

Adopted: *January 19, 2017*

Revised:

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

2.22 BOARD MEETINGS

All Opp City Board of Education meetings shall be open to the public, and all informal meetings and conferences involving Board members shall be conducted as public meetings unless specifically exempted by Alabama Statutes. The Opp City Board of Education may take no official action at any time other than at an open meeting.

- I. Regular Opp City Board of Education meetings shall be established at the organizational meeting held in May. The regular meeting date may be changed by Board action at any previous meeting or at the direction of the Superintendent and/or Board President, provided that each member is notified. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.
 - A. Special meetings shall be held at the time designated by the Superintendent, Board President, or when requested by two (2) Board members in written notice.
 - B. Emergency meetings may be held at any time by the Superintendent, either upon his/her initiative or upon the Board President's request. An emergency meeting may be called and the public shall be notified. Opp City Board of Education members shall be given a tentative agenda during the notification.
- II. Regular, special, and emergency meetings of the Opp City Board of Education shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. Regular meetings are scheduled on the third (3rd) Monday of each month at 5:15 pm in the general office of the Board unless another place is designated in the call of the meeting. Any regular or special meeting may be held at any other appropriate public place within the system by giving prior public notice.
- III. Board members shall receive notice of each regularly scheduled Board meeting, including an unapproved agenda, at least twenty-four (24) hours prior to regular Board meetings. The Superintendent shall, whenever possible, notify or cause to be notified, all Board members at least twenty-four (24) hours prior to special meetings.
- IV. All Opp City Board of Education meetings shall be conducted in accordance with the latest edition of Roberts' *Standard Rules of Order*. A majority of the Board shall constitute a quorum for the transaction of business. An official act of the Board shall require a majority vote of the

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

total membership. The President may discuss, make motions, second motions, and have a vote on all matters before the Board.

V. Order of Business

The Board shall adhere to the following order of business when conducting regular meetings:

- A. Call to order, welcome of visitors
- B. Establish quorum
- C. Additions or corrections to written agenda
- D. Approval of agenda items
- E. Approval of minutes
- F. Consideration of specific agenda items
- G. Administrator's reports
- H. Adjourn

VI. Participation Procedure

- A. All citizens are encouraged to attend open meetings of the Opp City Board of Education.
- B. All delegations or individuals who wish to appear before the Board shall submit a request to the Superintendent at least five (5) days prior to the meeting date. Such requests shall specify the nature of the business to be taken up with the Board, the names of those who wish to address the Board, and the approximate time the matter will take. Each delegation which appears before the Board shall select one of its members as a spokesperson and provide his/her name to the Superintendent. The designated speaker for the group shall adhere to time allotments as specified by the Board President.
- C. The President of the Board shall not be obligated to recognize any person who

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

desires to take up any business with Board unless the time has been properly placed on the agenda for that meeting. The Board vests in the President or presiding officer full authority to terminate the remarks of any person when such remarks have as their objective a personal attack on any person associated with the Opp City School System.

- V. A majority shall constitute a quorum for any Opp City Board of Education meeting. Unless a majority is present, no meeting can be convened.
- VI. The official minutes of the Opp City Board of Education shall be kept as prescribed by Alabama statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.
- VII. The Opp City Board of Education may vote in a legally called meeting and, upon approval of the majority of the whole Board, may hold executive sessions for specific purposes. Such purposes shall be limited to those involving the character or good name of a person or pending litigation in which the Board is a party. Executive sessions shall be attended only by members of the Opp City Board of Education, the Superintendent, counsel if necessary, and persons necessary to ensure due process for the individual discussion. 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. Nothing having the effect of regulation, policy or official action of any kind shall be decided in executive session.
- VIII. There shall be no representation by proxy of any Opp City Board of Education member.
- IX. Public notice shall be given of the time, date, and place of Opp City Board of Education meetings. Persons wishing to receive individual notice by email must notify the Superintendent in writing of their request. Persons requesting such notice shall be responsible for having a valid email address and are responsible for informing the Superintendent of any changes of address. The Board is not responsible for email that is not deliverable for whatever reason. The Superintendent may remove any address for which email is undeliverable via the Internet. The Superintendent shall establish a notification system for members of the public.

Reference(s): *Code of Alabama 16-11-5, Alabama Legislative Acts 91-161, 93-536, and 2005-40*

(Alabama Open Meetings Act)

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

Adopted: January 19, 2017

Revised:

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

2.23 POLICY ADOPTION, DISSEMINATION and SUSPENSION

I. Policy Adoption

- A. The Opp City Board of Education shall formulate policies by which its schools shall be managed.
- B. No Opp City Board of Education policy shall be construed to create or confer any contractual right, property right, entitlement of, expectancy of, or other legal cognizable interest in employment or continuing employment. Nothing in any policy shall be construed to create or grant employment rights greater than or in addition to those expressed in law or written contract.
- C. Before adopting written policies, the Board shall directly or indirectly through the Superintendent, consult with the local employees' professional organization whose parent organization represents the majority of school employees statewide. Input by the applicable professional organization shall be made in writing to the Superintendent. The Superintendent may also consult professional assistants, principals, employees and interested citizens. All policies shall be made available to all persons affected and employed by the Opp City Board of Education.

II. Policy Dissemination

- A. Board policies and administrative rules and regulations shall also be made accessible to all members of the Opp City Board of Education, students and members of the community served by the school system.
- B. Any amendments to the policies, rules and regulations of the Opp City Board of Education shall be furnished to the affected persons employed by the Board.
- C. Local schools, school system offices, and the city library shall be provided electronic media copies of school system policies. The Superintendent shall provide at least two (2) computer terminals in locations readily accessible to employees where policies may be viewed and used in work-related tasks.

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

- D. The Opp City Board of Education is aware that a preliminary requirement for demanding certain standards of performance is adequate notification of such requirements. The Board is also aware that the responsibility of familiarization with specific aspects of policies rests with the employee following fair and reasonable attempts by administrative personnel to provide such information.

III. Policy Suspension

All policies established at any time by the Opp City Board of Education are implemented with the expectation that they will apply under routine circumstances. No policy is intended to restrict the Board's general authority to exercise all powers necessary and proper for the administration and management of the schools. Therefore, whenever in the Board's opinion it would be in the best interest of the system to suspend one or more policies, the Board may acknowledge that fact, suspend the application of the policies, and take whatever action it deems appropriate. Any such action taken by the Board under this policy shall not be a violation of any suspended policy, provided the minutes of the Board reflect the Board's determination that the best interest of the system justified the suspension of the policy.

IV. Administration in the Absence of Policy

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

Reference(s): Code of Alabama 16-12-5, 16-11-9, 16-11-2, Alabama Administrative Code §290-3-1-.02

Adopted: January 19, 2017

Revised:

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

2.24 BOARD MEMBER COMPENSATION

Opp City Board of Education members are authorized to receive reasonable compensation for their services, not to exceed \$100 per month.

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

Opp City Board of Education members will be reimbursed for actual travel expenses and other necessary, sensible expenses incurred in attending out-of-town meetings and transacting business of the Board.

Reference(s): Code of Alabama 16-1-26; Alabama Legislative Acts 83-603, 93-536, 95-528, and 2000-123

Adopted: January 19, 2017

Revised:

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

2.25 SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY

The Opp City Board of Education shall be responsible for school and student performance and for developing, approving, implementing, and maintaining a system of school improvement and education accountability pursuant to Alabama statutes and State Board of Education rules. The system shall establish the individual school as the unit for education accountability and shall conform to the provisions of planning and budgeting as required by Alabama statutes. School as used herein shall include each school-within-a-school, magnet school, self-contained educational alternative center, and satellite center.

The system shall include, but not be limited to, the following components:

- I. Continuous improvement plans which are adopted for each system school. Each system school shall develop and present to the Superintendent, by the date set by the Superintendent, an individual continuous improvement plan for consideration by the Opp City Board of Education. The approved plan shall be implemented the next school year.
 - A. The plan shall be designed to achieve the state education goals and student performance standards and shall be based on a needs assessment conducted pursuant to data collection requirements in Alabama statutes.
 - B. The plan shall address school progress, goals, indicators of student progress, strategies, and evaluation procedures, including adequate measures of individual student performance. Also included shall be specific school safety and discipline strategies.
 - C. The plan for each school shall be approved annually and shall be implemented as a new, amended, or continued improvement plan.
 - D. The plan shall be developed by Opp City Board of Education employees in each school in conjunction with an advisory council.
- II. The system process for initial approval and subsequent annual approval of Opp City School System continuous improvement plans shall provide for each school's plan to be reviewed and approved or disapproved by the Opp City Board of Education.

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

Reference(s): Code of Alabama 16-6b-3, 16-6b-7, 16-11-9, Alabama Administrative Code § 290-4-1-.01

Adopted: January 19, 2017

Revised:

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

2.26 SPECIAL COMMITTEES OF THE SCHOOL BOARD

When necessary, special committees may be appointed by the Opp City Board of Education President. The duties of any such committee shall be outlined at the time of appointment; the committee shall be automatically dissolved when the Board accepts the committee's final report. Each Opp City Board of Education member shall be notified of all committee meetings, but shall have no vote unless the member is serving as a committee member. All meetings of Board committees shall be open to the public.

Special committees or individuals who serve on special committees shall take no action that is binding upon the Opp City Board of Education.

Reference(s): Code of Alabama 16-11-9

Adopted: January 19, 2017

Revised:

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

2.30 LEGAL COUNSEL

The Opp City Board of Education attorney, obtained from outside the Board's membership, shall act as legal advisor to the Opp City Board of Education and the Superintendent. When approved by the Board, special counsel may be retained to assist in any litigation or other matter.

Reference(s): Code of Alabama 16-11-9

Adopted: January 19, 2017

Revised:

CHAPTER 2.0 - BOARD GOVERNANCE AND OPERATION

2.31 BOARD AND SUPERINTENDENT RELATIONS

The operation of a public school system is a complex undertaking. Important to success is the quality of relationship that exists between the Board and the Superintendent and his/her staff. In some cases, the duties and prerogatives of each can be clearly defined; while in others, functions necessarily overlap. Often complicated questions that cannot be anticipated will arise; faith, understanding, and patience are essential to teamwork. Advance knowledge that certain codes of conduct and principles will be observed by the Superintendent and Board members promotes confidence, trust, and provides for understanding and cooperation.

The Opp City Board of Education considers the formulation and adoption of policies as its most important function. The execution and implementation of adopted policies shall be the function of the Superintendent.

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

The Board shall hold the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations. In an effort to keep the Board informed, the Superintendent shall promptly notify Board members of any happenings of an emergency nature that occur in the schools.

Reference(s): Code of Alabama 16-1-30, 16-11-9

Adopted: January 19, 2017

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.10 ADMINISTRATIVE ORGANIZATION

The Superintendent shall prepare and submit for Board approval an organizational chart that shall serve as a guideline for organizing administrative responsibilities within the Opp City School System. A current organizational chart shall be published and disseminated upon adoption by the Opp City Board of Education.

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

School principals shall be required to supervise and direct the programs in the school of their assignment. Principals shall work under the direction of the Superintendent, to whom they are professionally and administratively responsible. Teachers and other school-based employees shall be responsible to the building principal and are obligated to abide by established rules and regulations in the performance of their classroom and other assigned duties.

Reference(s): Code of Alabama 16-11-9, 16-12-3

Adopted: January 19, 2017

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.12 CALENDAR, LENGTH OF SCHOOL DAY AND YEAR

The Opp City Board of Education shall approve a school calendar as prepare by the Superintendent to be released to the various schools in the system prescribing or announcing the opening and closing dates of all schools, legal holidays, reporting periods, and due dates of official reports. The annual school calendar for the upcoming school year should be announced from the Superintendent's office prior to the April Board meeting.

The length of the school day and of the school year for students will be in keeping with the intent of State laws and Alabama State Board of Education rules and regulations. They are as follows:

1. School Day – shall not be less than the minimum numbers of instructional minutes as designated by the Alabama State Board of Education. Class periods shall be planned to allow for this amount of instructional time.
2. School Year – shall provide for at least the minimum number of days of classroom instruction established by the Alabama State Department of Education.

The school principal shall ensure that the school's schedule meets ALSDE requirements.

The Board has discretionary power to establish holidays to be observed during the school year with the exception of Veterans' Day. The Board shall extend the school year when necessary to meet the minimum requirements set regarding the number of days school shall be in session.

Reference(s): Code of Alabama 16-1-1, 16-11-9, Alabama Administrative Code §290-3-1-.02(2)(A)

Adopted: January 19, 2017

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.13 SUPERINTENDENT SELECTION

The Opp City Board of Education shall appoint the Superintendent as provided by the policies of the Opp City Board of Education.

The Superintendent may delegate, with the approval of the Board, certain administrative authority and responsibilities to his/her staff and principals. The Superintendent shall, with the approval of the Board, organize the system staff and schools, create and fill positions, and assign duties and responsibilities.

All personnel who work in the Opp City School System shall be responsible directly to the Superintendent.

Reference(s): *Code of Alabama 16-9-1, 16-9-2, 16-12-3, 16-11-9*

Adopted: *January 19, 2017*

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.20 QUALIFICATIONS OF THE SUPERINTENDENT

The Superintendent of the Opp City Board of Education shall possess the following qualifications as minimum requirements:

- Hold a degree from a recognized four-year college or university;
- Three (3) years of successful educational experience as a teacher, principal, supervisor or superintendent during the five (5) years immediately preceding his/her appointment or election;
- Not less than five (5) years of experience in public school work;
- Prior years of administrative experience, preferably a broad range of elementary and secondary experience;
- Demonstrated ability in group dynamics and in working with people who have varying backgrounds and interests;
- Ability to view all aspects of issues and deal fairly when views differ from his/her own;
- Demonstrated knowledge of school finance, school law, and curriculum and instruction;
- Demonstrated knowledge of educational research and methods of research;
- Ability to delegate authority;

CHAPTER 3.0 – ADMINISTRATION

- Hold an Alabama certificate in administration and supervision certificate;
- Possess good character, high moral standing and integrity;
- Any other qualifications that the Board deems necessary and proper

Any candidate selected must satisfactorily complete the State Department of Education's training as required on school finance, education law and curriculum/instruction.

Reference(s): Code of Alabama 16-1-38, 16-11-9, 16-12-2

Adopted: January 19, 2017

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.21 CONTRACT OF THE SUPERINTENDENT

The Opp City Board of Education shall contract with the duly elected Superintendent, subject to such conditions and limitations as are prescribed by law or by contract with the Board. The Superintendent shall be evaluated each year as prescribed by the Board and according to legislative acts and regulations of the State Department of Education.

The Board shall determine the salary, additional benefits, vacation entitlement and other leave of the Superintendent.

Additional benefits such as health and other forms of insurance, annual vacation, holidays, and temporary and extended leaves and absences shall be at least equal to those granted other professional Opp City School System staff members.

The Superintendent may also be provided, as determined by the Board, with an annual travel allowance and/or an automobile.

Reference(s): *Code of Alabama 16-1-38, 16-11-9, 16-12-1, 16-12-3, 16-25-1, 16-25-3*

Adopted: *January 19, 2017*

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.22 RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent shall be responsible for the administration of the entire school system as provided by law, State Board of Education and Opp City Board of Education rules. The Superintendent shall keep the Opp City Board of Education informed regarding all facets of the school system.

The Superintendent serves as the secretary and executive officer of the Opp City Board of Education. He/she shall be responsible for keeping such minutes and records as may be necessary to set forth clearly all actions and proceedings of the Board. The Superintendent shall inform the Opp City School System employees of any Board action relating to them.

All members of the instructional and non-instructional staff shall be under the general supervision of and subject to the direction of the Superintendent.

The Superintendent shall have the authority to issue directives and to prescribe such procedures as may be necessary to carry out the purpose of Opp City Board of Education policy.

Reference(s): Code of Alabama 16-11-8, 16-11-9, 16-12-3, 36-5-1

Adopted: January 19, 2017

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.24 OPENING AND CLOSING OF SCHOOLS

The time set for the opening and closing of the schools of the Opp City School System are thirty (30) minutes prior to the time students are to report to homeroom/first class and thirty (30) minutes after the last class period each day. Between these times and throughout the school day, school personnel will be on duty and available to supervise care for students. However, school system personnel should not and are not expected to assume responsibility for students whose parents permit their child(ren) to arrive at school before the time noted above and/or to remain at school after the time noted above.

School personnel are not available to assume responsibility for students who arrive on a school campus before or who remain after the times noted above, except that school personnel shall be on duty supervise students transported by school system-owned buses.

Reference(s): *Code of Alabama 16-1-1, 16-11-9, 16-12-3*

Adopted: *January 19, 2017*

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.25 EMERGENCY CLOSINGS

In case of emergency, the Superintendent may close any school or all schools. The members of the Opp City Board of Education shall be informed of any event or condition that requires the closing of any school(s) of the system.

In the event of a declared state of emergency, school personnel shall retain control of pupils shall until pupils are released from school or in the case of transported pupils, until the students depart from the school bus. School administrators in affected schools will take necessary precautions to insure the safety and wellbeing of students.

The Superintendent shall establish and disseminate procedures to be followed in emergency school closings that include means of notifying students, parents, and employees.

The school officials shall cooperate with emergency management and Red Cross authorities in the event of a natural or man-made disaster. In the event of a violent act, riot, or similar condition, the principal shall cooperate with law enforcement.

Reference(s): Code of Alabama 16-11-9, 16-12-3

Adopted: January 19, 2017

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.26 CARE OF STUDENTS BEFORE AND AFTER SCHOOL

Parents/guardians are expected to take responsibility for seeing that their child arrives before the beginning of school and is picked up after the end of school within the time frames stated in Policy 3.24 Opening and Closing of Schools. If for any reason parents are not able to comply with the times noted, a conference should be scheduled with the principal to discuss the matter.

Students Not Picked Up Promptly After School

Due to the necessity of having to supervise young students closely and the fact that teachers and other school personnel have many responsibilities after the regular school day, parents/guardians must assume the responsibility for picking up their child(ren) promptly after the school day ends. In situations where parents do not abide by the school dismissal schedule and fail to pick up their child(ren) within the specified time frame, the following procedure will be used to insure compliance:

1. After the first occurrence, the principal will contact the parent/guardian by telephone to discuss and attempt to resolve the matter.
2. After the second occurrence, the principal will write a letter to the parent/guardian outlining the requirements of this policy, including the consequences of non-compliance.
3. On the third occurrence, the principal will assume the responsibility for arranging a required conference with the parent/guardian, Superintendent or designee, and himself/herself to determine the disposition of the matter.
4. Provided the parent/guardian fails to attend the conference noted above, the principal has the authority to contact the Department of Human Services and to instigate neglect charges against the parent(s)/guardian(s).

CHAPTER 3.0 – ADMINISTRATION

Before- and After-School Supervision Plan

Each school principal should develop a plan for supervising students who arrive prior to the time set for the opening of school and for students who remain after the time set for the closing of school. Such plan should incorporate the following minimal requirements:

1. The written plan shall be submitted annually to the Superintendent.
2. The plan should direct students arriving early to report immediately to a designated room/location/site, etc. The room/location/site should be properly supervised by an appropriate number of staff members.
3. The plan should direct students remaining on the school premises after school closes for any extended length of time to report to a designated room/location/site, etc.
4. The room/location/site should be supervised by an appropriate number of staff members.

Notification

School principals are hereby directed to give notice to the parents/guardians of all students in their respective school of the content and intent of this policy. The notification shall be given in written form (newsletters, student handbooks, newspaper articles, etc.) at the beginning of each school year. Further, the Board directs that the content and intent of this policy be made a part of the Opp City School System's newspaper advertisement at the beginning of each school year.

Reference(s): Code of Alabama 16-1-1, 16-11-9, 16-12-3

Adopted: January 19, 2017

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.30 RESPONSIBILITIES OF PRINCIPALS

The principal is assigned direct and primary responsibility for his/her school and serves as the administrative and supervisory head of the school. Each principal is responsible for the enforcing of Alabama statutes, State Board of Education rules, Opp City Board of Education rules and directives of the Superintendent. Each principal shall carry out all duties as reflected in the Board-adopted job description and state law relating to making advisory recommendations regarding the appointment, assignment, promotion, transfer and cancellation of contracts.

Reference(s): Code of Alabama 16-11-9, 16-24b-4

Adopted: January 19, 2017

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.40 SAFE AND SECURE SCHOOLS

- I. The Opp City Board of Education has as its first obligation to provide a safe, secure, and orderly learning environment in all schools and at all school-sponsored activities.
- II. An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending Opp City Board of Education or school-sponsored events or activities. All procedures shall reflect the following provisions:
 - A. No persons other than Opp City School System students and employees shall be on a school campus during school hours unless they have been approved by the principal's office.
 - B. A student who is suspended or expelled is not in good standing and is not permitted on the Opp City school campus or school grounds.
 - C. Any person on a Opp City school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents that shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify a building administrator.
 - D. Individuals who enter Opp City School System property, a Opp City Board of Education meeting or attend a school-sponsored activity without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the Board President, Superintendent or designee, principal or person in charge are subject to criminal penalty as provided in Alabama statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at Opp City School System schools or school activities.

CHAPTER 3.0 – ADMINISTRATION

III. Emergency Preparedness Plans

- A. The Superintendent shall develop and present to the Opp City Board of Education for review and approval, appropriate school emergency management and preparedness plans.
- B. The Superintendent shall establish a uniform format for the development of the schools' emergency management and preparedness plans. A program of safety shall be established.
- C. Each Opp City school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Alabama law, State Board of Education rules, and other applicable regulations. Each school safety plan shall include provisions for training of school personnel and procedures for monitoring the school's procedures for preventing, managing, reporting and addressing issues of disruptive and/or dangerous student behavior in accordance with applicable rules and regulations.
- D. School alarms shall be monitored, and malfunctions shall be reported for immediate repair.
- E. Emergency evacuation drills (fire, bomb threat, terrorist, tornado, other disaster, and school bus) shall be held in compliance with state requirements. Each Opp City School System principal, site administrator or transportation official is responsible for:
 - 1. Developing and posting emergency evacuation routes and procedures;
 - 2. Assigning and training staff members in specific responsibilities to ensure prompt, safe and orderly evacuation and re-entry; and
 - 3. Identifying and reporting hazardous areas requiring corrective measures.

IV. Violence Prevention

CHAPTER 3.0 – ADMINISTRATION

Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the Opp City School System. Professional development shall include training appropriate school personnel in positive behavioral support and management of disruptive or dangerous student behavior in order to limit and reduce the use of seclusion and restraint to protect students.

V. Security

- A. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.
- B. The principal shall conduct an annual review of each school's security provisions and submit a written report to the Superintendent or designee for submission to the Board for review.
- C. Each Opp City school's emergency plan shall include security provisions including emergency lockdown procedures.
- D. All doors and exits shall remain unlocked from the interior during school hours and shall meet the required codes.
- E. The Superintendent shall require that all state statutes regarding safety, security and discipline are carried out.

Reference(s): Code of Alabama 16-1-24, 16-1-24.1, 16-6b-7, 16-11-9, 16-12-3, 36-19-10, 36-19-11, Alabama Administrative Code §290-3-1-.02(1)(E); Alabama Administrative Code §290-3-1-.02-301(F)

Adopted: January 19, 2017

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.41 EMERGENCY DRILLS

The Opp City Board of Education requires that at least one (1) emergency drill be held at each school during each month school is in session, including summer school session(s). Emergency drills include fire drills, severe weather drills, and lock down or “code red” drills as described in the school and system safety plans.

A fire drill shall require complete evacuation of the building. A lockdown drill for safety and security emergencies is to be scheduled during the first six weeks of each semester. Additional lockdown drills, fire drills, and weather drills may be scheduled at any time to complete the requirement of one drill per month.

Training for faculty and staff on procedures for all emergency drills as well as information in the school safety plan shall be conducted at least annually.

The principal shall report the dates of annual safety training as well as dates of all safety drills in the manner prescribed by the State Department of Education and the Superintendent. Failure of a principal to conduct and report safety drills and training according to prescribed rules shall result in appropriate disciplinary action.

Reference(s): *Code of Alabama 16-1-44, Alabama Legislative Act 2013-329*

Adopted: *January 19, 2017*

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.42 PROHIBITION OF ALCOHOL, ILLEGAL DRUGS AT SYSTEM ACTIVITIES

No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal drug, as defined by Alabama law, while on Opp City School System property, at school-sponsored activities, or while on school trips involving students.

Principals must notify local law enforcement when this policy has been violated. Persons in violation of this policy are subject to disciplinary actions as described in the Code of Conduct, personnel/employment policies, and legal prosecution.

Any other person having purchased an admission ticket to a Opp City School System event shall forfeit his/her rights under this rule by having an alcoholic beverage/illegal drugs in his/her possession at the event or be under the influence of an intoxicating beverage or illegal drug.

Reference(s): Code of Alabama 16-1-10, 16-1-24.1, 16-41-2, Alabama Administrative Code §290-3-1-.02

Adopted: January 19, 2017

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.43 PROHIBITION OF SEXUAL HARASSMENT, VIOLENCE, AND THREATS OF VIOLENCE (ANTI-BULLYING)

The Opp City Board of Education prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, or social and family background. This policy also applies to non-employment volunteers who work subject to the control of school authorities.

The Superintendent shall develop procedures that shall be used by persons alleging harassment.

- I. Sexual Harassment by Students – The Opp City Board of Education desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board’s commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law, and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Opp City Board of Education. Sexual harassment’s destructive impact wastes human potential, demoralizes students, and perpetuates the tendency toward further unacceptable behavior. For these reasons, the Opp City Board of Education forbids harassment against any student on the basis of gender. The Board will not tolerate harassment activity by any of its students.
 - A. Definition – The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal or physical acts that are reasonably perceived as being motivated by any characteristic of a student or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section V(B) below. To constitute harassment, a pattern of behavior may do any of the following:
 - 1. Place a student in reasonable fear of harm of his or her person or damage his or her property.
 - 2. Have the effect of substantially interfering with the educational performance,

CHAPTER 3.0 – ADMINISTRATION

opportunity, or benefits of a student.

3. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 4. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school sponsored function.
 5. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening or abusive educational environment for a student.
-
- B. 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 "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.
 - D. 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.
 - E. The term "student" as used in this policy means the student who is enrolled in the Opp City School System.
 - F. The term "sexual harassment" consists of unwelcome _sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.

Examples of sexual harassment may include but are not limited to the following:

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;

CHAPTER 3.0 – ADMINISTRATION

3. Repeated remarks to a person with sexual or demeaning implications, *e.g.*, a person's body, clothes or sexual activity;
 4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
 6. Display of sexually suggestive objects, pictures, or written materials;
 7. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
- B. Specific Prohibition - It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.
- C. Procedures - Any student who alleges sexual harassment by an employee or another student should report the harassment to the building principal, assistant principal(s), guidance counselors or school system Title IX coordinator. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extracurricular activities, grade or any other assignments. The complaint should be in writing, stating the act or acts, stating the date(s), stating the names of witnesses, and signed by the complainant.
1. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

CHAPTER 3.0 – ADMINISTRATION

2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.
- D. Penalties - A substantiated charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.
- II. Sexual Harassment by Employees – Definition: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:
 - A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;
 - B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
 - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or student's educational performance, or creating an intimidating, hostile or offensive work or school environment.
 - D. Examples of sexual harassment may include, but are not limited to, the following:
 1. Verbal harassment or abuse of a sexual nature;
 2. Subtle pressure for sexual activity;
 3. Repeated remarks to a person with sexual or demeaning implications, *e.g.*, a person's body, clothes or sexual activity;

CHAPTER 3.0 – ADMINISTRATION

4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
 6. Display of sexually suggestive objects, pictures, or written materials.
- E. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
- F. Any suspected child abuse shall be reported in accordance with state law.
- G. Specific Prohibition – Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation.
1. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
 2. It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to penalties.
 3. It is sexual harassment for a Opp City Board of Education employee to use his or her authority to solicit sexual favors or attention from students.

CHAPTER 3.0 – ADMINISTRATION

Board employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.

- H. Procedures – It is the responsibility of any employee to promptly report any occurrence of alleged sexual harassment. This policy on sexual harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of sexual harassment, that administration will promptly investigate all alleged incidents of sexual harassment, and appropriate corrective action will be taken. Complaints should be reported to the Superintendent or designee and should be in writing, state the act(s), state the date(s), state the name(s) of witnesses and be signed by the complainant.

Investigations will be conducted with discretion. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. Claims found to be factually supported will be promptly acted upon. No employee or student shall be retaliated against, in any manner, for reporting conduct that is believed to be a violation of this rule or for participating in an investigation of a possible violation of this rule.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

- I. Penalties – Necessary disciplinary action, up to and including termination, may result if sexual harassment occurs. Any employee who makes false allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

Reference(s): *Code of Alabama 16-11-9, 16-12-3, 26-14-3, Civil Rights Act of 1991 as amended*

Adopted: *January 19, 2017*

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.44 EQUAL OPPORTUNITY

No person shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school system except as provided by law.

The Opp City Board of Education shall comply with the Americans with Disabilities Act of 1990 (ADA). This law makes it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his/her job with reasonable accommodations.

Persons alleging such discrimination shall use the grievance procedure provided elsewhere in these policies as a remedy.

The Superintendent shall develop procedures to notify Opp City School System employees, applicants for employment, and other affected groups.

The Opp City Board of Education shall visibly post any and all Equal Employment Opportunity Commission (EEOC) notices required by law and a notice of the Board's commitment to a discrimination-free workplace in an area frequented by employees and applicants for employment.

Reference(s): Code of Alabama 16-11-9, 16-12-3, Americans with Disabilities Act of 1990

Adopted: January 19, 2017

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.45 PROHIBITION OF TOBACCO USE IN SYSTEM FACILITIES

The Opp City Board of Education prohibits the use or possession of tobacco or nicotine in any form (cigarettes, cigars, e-cigarettes, chewing tobacco, vaporized nicotine VAPE products, snuff, etc.) by students, faculty, support personnel, or any other person on school property under the control of the Opp City Board of Education. This includes a public school building, Opp City Board of Education Building, bus maintenance building, bus, campus, recreational area, athletic field, parking area or other area under the control of the Opp City Board of Education.

Parents/guardians and other persons are hereby notified that they are prohibited from use or possession of tobacco in any form on Opp City School System property at any time.

School principals and other work site supervisors as may be designated are directed to post signs at the entrance of all school buildings and on the grounds of Opp City School System property designating the school property as a tobacco free facility.

Opp City Board of Education employees found in violation of this policy are subject to disciplinary actions not limited to: reprimand, suspension pending a hearing, and termination of employment.

Reference(s): *Code of Alabama 16-11-9, 16-12-15, Alabama Administrative Code §290-3-1-.02(1)(B)(2)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.46 SUICIDE PREVENTION

Protecting the health and well-being of all students is of utmost importance to the Opp City School System. Suicide prevention recommendations of the State Board of Education and the comprehensive counseling and guidance program shall be implemented in all schools. The Opp City Board of Education authorizes the Superintendent to implement programs and procedures to include, but not be limited to, measures described below:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. Each school will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
 - The National Suicide Prevention Lifeline –
 - 1.800.273.8255 (TALK),
 - www.suicidepreventionlifeline.org
 - The Trevor Lifeline – 1.866.488.7386,
 - www.thetrevorproject.org
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

CHAPTER 3.0 – ADMINISTRATION

School personnel responsible for counseling and supervising students will receive training to assist with suicide prevention and to recognize signs of suicidal tendencies and warning signs of suicide. Information will be provided to schools, families, and school personnel about available community suicide prevention services. The Opp City School System endorses efforts to promote cooperative activities and programs between school personnel and community suicide prevention personnel.

All certified school employees shall receive annual training in suicide awareness and prevention. In addition, employees, families, and students shall be reminded annually of school system policies designed to prevent harassment, violence, threats of violence, intimidation, and bullying.

Any person involved in a cause of action or mission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this policy, shall be subject to state immunity laws.

Reference(s): *Code of Alabama 16-11-9; Alabama Legislative Act 2016-310*

Adopted: *January 19, 2017*

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.50 PUBLIC INFORMATION

All public records pursuant to Alabama statutes, except those involving sensitive personnel records, pending criminal investigations, recorded information received by a public officer in confidence or other records, the disclosure of which would be detrimental to the public's interest, shall be available for inspection or copying at reasonable times during normal office hours of the Opp City School System office or other offices in which records are maintained.

The Superintendent shall:

- A. Keep citizens adequately informed through all channels of communication on policies, programs, problems, and planning of the Opp City School System and instruct schools to carry out this policy through their efforts and the office of the Superintendent.
- B. Seek input from community members.
- C. Encourage Opp City School System staff to cooperate in keeping the public informed of newsworthy events which would be of interest or concern to citizens and which would promote the welfare of the school system, provided that any news release be approved by the principal or supervisor and that any adverse information of a serious nature or any release relating to the system as a whole be approved by the Superintendent.

Reference(s): Code of Alabama 16-11-9, 16-12-3, 36-12-40, 41-13-1, Alabama Administrative Code §290-1-4-.01

Adopted: January 19, 2017

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.51 COPYING OF PUBLIC RECORDS

Copies of Opp City School System public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records will be based upon a fee schedule set by the Superintendent. Copies shall be made by the appropriate staff members and reproduced at a time that does not interfere with the normal work duty.

Reference(s): Code of Alabama 16-11-9, 16-12-3

Adopted: January 19, 2017

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.60 FLAG DISPLAY AND PLEDGE

The Pledge of Allegiance to the flag shall be recited at the beginning of each school day in Opp City School System schools.

Students shall have the opportunity to voluntarily recite the Pledge of Allegiance each day. The United States flag and the Alabama state flag shall be displayed appropriately during the school year.

Reference(s): *Code of Alabama 16-6b-2, 16-11-9, 16-43-1, 16-43-5*

Adopted: *January 19, 2017*

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.61 A PERIOD OF QUIET REFLECTION

At the opening of every school day, Opp City School System teachers shall provide students a moment of quiet reflection for one (1) minute.

Reference(s): Code of Alabama 16-1-20.4

Adopted: January 19, 2017

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.62 RELIGIOUS LIBERTY

The Opp City Board of Education does not discriminate against any student or parent on the basis of a religious viewpoint or religious expression in its public schools.

Student religious expressions and viewpoints are allowed in class assignments, coursework, homework and artwork in the same manner as any non-religious expression or viewpoint. Students shall not be penalized or rewarded on the basis of the religious views expressed in the schoolwork.

Students may voluntarily pray, or engage in religious activities or religious expressions before, during, and after the school day in the same manner and to the same extent that students may engage in nonreligious activities or expression.

Reference(s): *Alabama Legislative Act 2015-129*

Adopted: *January 19, 2017*

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.70 SCHOOL VOLUNTEERS

The Opp City Board of Education recognizes that volunteers can make many valuable contributions to the schools and can be used as effective learning resources. Therefore, the Board endorses a volunteer program in the district, subject to suitable regulations and safeguards. These regulations and safeguards shall include volunteer operating within the written authorization of the Board and/or members of its administrative staff and under the supervision of Board employees. (See also Policy 5.84 Non-Faculty Coaches.) These regulations shall be developed and promulgated by the Superintendent or staff in cooperation with the faculty of each school.

Any volunteer (i.e., a person performing services for non-profit organization, a non-profit corporation, a hospital, or a governmental entity without compensation, other than reimbursement for actual expenses incurred) shall be immune from civil liability in any action on the basis of any act or omission of a volunteer resulting in damage or injury if:

1. The volunteer was acting in good faith and within the scope of such volunteer's official functions and duties for a non-profit organization, a non-profit corporation, hospital, or a governmental entity; and
2. The damage or injury was not caused by willful or wanton misconduct by such volunteer.

Reference(s): *Code of Alabama 16-11-9, 16-12-3*

Adopted: *January 19, 2017*

Revised:

CHAPTER 3.0 – ADMINISTRATION

3.80 COMMUNICABLE DISEASES AND CONDITIONS

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

I. Communicable/Infectious Diseases or Conditions.

Students and/or employees having communicable diseases and/or conditions, including students wishing to enroll or potential employees, will be dealt with on an individual basis. Administrators and supervisors shall observe current Regulations for the Control of Communicable Diseases in the schools of the Opp City School System as required by the State Board of Health. The system's nurse(s) will maintain liaison with the State Board of Health and support the processing of cases.

A student with a communicable or contagious disease or a viable parasite (head lice, etc.) shall be ineligible to attend schools in the School System for a period of time as may be prescribed by the local Health Department, school nurse, or a physician. In all cases, the school nurse and/or principal may require a statement of clearance from the Department of Health or physician before the student may re-enter schools of the School System.

II. 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's designee shall implement the precautions and investigate, correct, and report on instances of lapse.

III. Exposure Control Plan and Staff Development

The Superintendent will direct the preparation of procedures for processing cases and an exposure control plan. Procedures will incorporate appropriate considerations of confidentiality. Employee training and communication of school system procedures related

CHAPTER 3.0 – ADMINISTRATION

to student health education, exposure control, communicable diseases and conditions, and standard precautions shall be implemented by the direction of the Superintendent.

Reference(s): *Code of Alabama 16-11-2, 16-11-9, 16-22-3, Alabama Administrative Code §290-1-4-.01*

Adopted: *January 19, 2017*

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.10 THE CURRICULUM

The Opp City School System curriculum shall be determined by:

- Alabama State Department of Education Courses of Study;
- Students' needs and interests;
- Regular evaluation of curriculum effectiveness; and,
- Applicable Alabama statutes, State Board of Education rules, and the Opp City Board of Education priorities.

The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the system. The Superintendent shall designate appropriate staff members who are responsible for the development and coordination of the curriculum of the system.

The Superintendent shall cause to be developed and regularly updated a program of instruction for all grade levels.

The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues that are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions. When dealing with political issues, the positions of all parties will be presented on a non-partisan basis.

The Superintendent shall recommend and the Board shall approve standards relating to graduation requirements, dual enrollment, promotion and retention, grading system and methods of progress reporting.

All course materials and verbal or visual instruction shall conform to the requisites and intent of Alabama law and the state Constitution. All instructional materials, including teachers' manuals, films, tapes, electronic media, or other supplementary instructional material, shall be available for inspection by parents/guardians of the children engaged in such classes.

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

The Superintendent or designee shall develop procedures to ensure that all aspects of curriculum development are implemented. There shall be a systematic and comprehensive evaluation of the instructional program and all related areas.

Reference(s): *Code of Alabama 16-1-13, 16-1-16, 16-6b-2, 16-11-9, 16-35-1, 16-35-3, 16-35-5, 16-40-1, 16-40-1.1, 16-40-8, 16-40a-2, 3, 16-41-1-2, -3, -6, 16-41-8, Alabama Administrative Code § 290-3-1-.01*

Adopted: *January 19, 2017*

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.11 SPECIAL EDUCATION and PROGRAMS FOR ACADEMICALLY AT-RISK STUDENTS

The Opp City Board of Education will provide educational and related services to students with disabilities who qualify under state and federal guidelines. Such students are encouraged to take full advantage of or to respond to educational programs and opportunities because of a physical, mental, emotional, social, or learning exceptionality, as determined by a multi-disciplinary team which reviews psychological, educational, and/or physical evaluation results provided by qualified specialists. Exceptional students include students with exceptionalities or disabilities as currently defined by the Alabama State Department of Education, Office of Special Education and students who are classified as gifted.

Upon recommendation of the Superintendent, the Board shall adopt a plan for the provision of education programs for all Opp City School System students with disabilities and gifted students. The plan for special programs and procedures for exceptional students shall include screening procedures, pre-referral activities, referral procedures, eligibility criteria, program placement, program dismissal, and descriptions of program organization and operations.

The Opp City School System special student education program shall conform to the provisions adopted by the Board and shall function in accordance with the provisions of state and federal law, State Board of Education rules, and other applicable provisions of Board rules.

The Superintendent or designee shall develop, for the Opp City Board of Education's approval, a plan to assist academically at-risk students addressing dropout prevention. Components of the plans for academically at-risk students may include any state, federal, or local initiatives designed to improve academic achievement and prevent dropouts.

Reference(s): *Code of Alabama* 16-11-9, 16-13-231, 16-39-1-6, 16-8-10, 16-39-31, *IDEA Amendments of 1997, Alabama Act 106*

Adopted: *January 19, 2017*

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.13 HOMEWORK

Students will be provided opportunities to enhance and expand their understanding of skills and concepts through appropriate homework assignments. Such assignments should logically relate to classroom activities. Homework may be assigned to individual students within a class and/or to the entire class based on teacher judgment.

Teachers are expected to assume the following responsibilities when homework is assigned:

- A. Assign homework on a regular but reasonable basis, keeping in mind the nature of the assignment, the age of the student, and demands that may be placed on students by other teachers.
- B. Assign homework that is related to instructional activities.
- C. Grade/check the homework and return it to students on a timely basis.
- D. Utilize homework as an important part of student evaluation.
- E. Expect all students to complete assignments.
- F. Refrain from assigning homework as punishment for disciplinary infractions.

Reference(s): *Code of Alabama 16-11-9, Alabama Administrative Code §290-1-4-.01*

Adopted: *January 19, 2017*

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.14 SUMMER PROGRAMS

The Opp City Board of Education authorizes summer programs when needed and when funding is available. The Superintendent or designee shall determine the building site(s).

Summer program requirements and extended school year services shall be developed by the Superintendent and approved by the Opp City Board of Education in accordance with the rules and regulations of the Alabama State Department of Education and the school system accrediting agency.

Reference(s): Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-3-1-(6)

Adopted: January 19, 2017

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.15 SUPPLEMENTAL SCHOOL DONATIONS

Where school funds are not otherwise available for consumable instructional supplies and personal items to meet the instructional needs of Opp City School System students, donations and fees may be solicited from students and parents with such donations and fees to be known as “School Supplemental Instructional Donations,” provided that any such solicitation has prior approval of the principal.

Communications to parents and students in any format must clearly indicate that the response to such solicitation on the part of any student or his/her parents/guardians shall be voluntary, and no sanctions shall be imposed against the student or embarrassment caused a student or his/her parents/guardians for failure or refusal to make a donation or pay a fee.

The principal shall keep the Superintendent apprised of such requests.

Reference(s): *Code of Alabama 16-11-9, 16-11-26, 16-13-13, Alabama Administrative Code §290-2-1-3*

Adopted: *January 19, 2017*

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.16 STUDENT FEES, FINES AND CHARGES

The Opp City Board of Education shall hold each student responsible for all textbooks and other educational materials issued to him/her. It shall be understood that the parent, guardian or other person having custody of any student to whom textbooks or other materials are issued shall be held liable for any loss, abuse or damage in excess of that which would result from the normal use of such materials.

Fees may only be charged in courses that are not required for graduation. Principals shall have the authority to waive fees for students with financial limitations who cannot afford the fee.

The Opp City Board of Education maintains that activities for which an admission fee is charged shall be kept to a minimum. The admission charges shall be fixed at amounts permitting the maximum number of pupils to attend and commensurate with the cost of providing such activities. Principals are responsible for setting uniform admission costs for comparable activities.

Concession sales at school activities shall be operated by student groups or parent groups as approved by the principal.

All income from school activities and concession sales shall be deposited in the appropriate account and shall be disbursed in accordance with Board of Education policies, standards of the school system accrediting agency, and State Department of Education accounting regulations.

Reference(s): Code of Alabama 16-11-9, 16-11-26, 16-13-13, 16-36-69, Alabama Administrative Code §290-2-1-2

Adopted: January 19, 2017

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.17 DUAL ENROLLMENT

The Opp City Board of Education authorizes the establishment of dual enrollment programs allowing certain high school students to enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or a postsecondary degree at both the high school and participating postsecondary levels. The dual enrollment program will strictly follow all State Department of Education regulations and will be open to all students meeting the following requirements:

Eligible Students: Students participating in a dual enrollment program shall pay normal tuition as required by the postsecondary institution and shall meet the following requirements:

- Have at least a B average;
- Have written approval of the student's Principal and Superintendent; and
- 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 AAC §290-8-9-.17 regarding gifted and talented students.

Course Offerings: Courses shall be postsecondary/college level. Postsecondary/college level remedial courses shall not meet the requirements of this program.

Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the student's Principal, Superintendent, and the participating postsecondary institution President.

The Superintendent or his/her designee shall put into place necessary procedures, forms, etc. as needed to implement a Dual Enrollment program.

Dual Enrollment Credits: Five (5) quarter hours or three (3) semester credit hours at the postsecondary level shall equal one (1) credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the local Board of Education and participating postsecondary institutions. Articulation agreements with all

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

postsecondary institutions participating in this program shall utilize these guidelines and shall be approved by the Superintendent and the authorizing agent of the postsecondary institution.

Reference(s): Code of Alabama 16-11-9, Alabama Administrative Code §290-3-1.02(10)

Adopted: January 19, 2017

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.18 VIRTUAL SCHOOL OPTION

The school system provides a virtual school option to full-time students in grades 9-12 who are enrolled in Opp City Schools. Such courses will be delivered through the Alabama State Department of Education's ACCESS program and will include, at a minimum, all courses that are required to obtain a high school diploma. Students enrolled in the virtual school are subject to Opp City Schools' graduation requirements.

Student Eligibility Criteria

Students must meet any eligibility requirements of the Alabama State Department of Education's ACCESS program. In addition, students must meet school system enrollment requirements for the course in question including, but not limited to, those contained in the school system's curriculum catalog. The school system reserves the right to develop specific eligibility criteria for virtual courses. Students may be transitioned back to a traditional day program if 1) the student's participation in the virtual program is impeding the student's academic progress; 2) the student fails to meet virtual course attendance requirements; or 3) the student repeatedly violates school system policies, procedures, rules or regulations, including, but not limited to, the school system's rules governing the use of its technology resources.

Monitoring Performance and Testing Requirements

Individual student performance will be monitored pursuant to the school system's traditional academic credit requirements and grade scale. Students utilizing the virtual school option will be subject to all state testing and accountability requirements and will be subject to the same rules and regulations regarding the administration of such tests that are applicable to students enrolled in the traditional day program. The Superintendent is hereby authorized to take whatever action may be necessary to facilitate the state testing and accountability requirements applicable to virtual school students. The school system reserves the right to require students utilizing the virtual school option to participate in state testing and accountability requirements on campus at a date and time selected by the school system.

Attendance

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

Students participating in the virtual school option are required to be active and submitting assignments in order to remain enrolled in the program. The school system reserves the right to set specific attendance requirements for each virtual course. The Superintendent or his designee is authorized to develop alternate attendance policies for virtual courses, provided that students in such programs are given notice of the attendance requirements. A student's failure to comply with such requirements may result in administrative action including, but not limited to, probation or removal from the class or a charge of truancy, if appropriate.

Extracurricular Activities

Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program, including, but not limited to, any applicable Alabama High School Athletic Association (AHSAA) requirements. Student residency for purposes of participating in extracurricular activities will be determined in accordance with applicable state law and AHSAA guidelines.

Additional Procedures

The Superintendent or his designee is authorized to develop such procedures as he deems necessary to implement this policy including, but not limited to, eligibility criteria for courses, methods for informing students and parents of the virtual program's requirements and rules, and a process for making determinations regarding a student's continued eligibility.

Reference(s): Code of Alabama 16-46A-1, Alabama Legislative Act 2015-89

Adopted: January 19, 2017

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.21 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

The Board shall approve all textbooks used in the Opp City School System. Local textbook committees shall be appointed by the Opp City Board of Education upon recommendation by the Superintendent. The number, size, and composition, which shall include parents, of the committees shall be determined by the Superintendent and approved by the Board. The name of each person serving on local textbook committee(s) shall be kept on file by the Superintendent.

The textbook committee(s) of the Opp City School System and the Central Office personnel designated by the Superintendent shall endeavor to ensure that the selection and adoption of textbooks for use within the school system shall be in accordance with applicable provisions of Alabama law.

The Superintendent shall develop procedures based on Alabama statutes for purchasing, managing, selling, and discarding textbooks and other instructional materials. Inventories and records related to textbooks and instructional materials of the School System shall be maintained as prescribed by Alabama statutes and State Board of Education guidelines.

Reference(s): Code of Alabama 16-36-4 to -39, Alabama Legislative Act 98-320

Adopted: January 19, 2017

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.22 LIBRARY MEDIA CENTERS

The Opp City Board of Education believes that the school library media center is a fundamental part of the educational program. It adheres to the premise that an effective library media program will provide:

- A. Equal and maximum access to information resources that extend the limited content of textbooks.
- B. Instruction for students in acquiring the research skills necessary for independent learning.
- C. Motivation for students to read and enjoy good literature.
- D. Encouragement for students to use a variety of media for a lifetime of learning and pleasure.

Each school in the Opp City School System shall maintain a library media center under the direction of a state certificated library media specialist in accordance with accreditation standards. The responsibility for coordinating the selection and purchasing of instructional materials rests with the library media specialist with the final responsibility being vested in the Board.

Since the library media program is an integral part of the total school program, the school's philosophy and goals help establish direction for library media services. Programs may vary somewhat based on different school characteristics; however, some functions will be common in all schools. Those functions include:

- Equal access to information in the school collection.
- Provision of supplementary materials to enhance the school curriculum.
- Integration of information skills instruction with classroom activities.
- Assistance to teachers in using a variety of media formats to improve instruction.
- Motivation for students to enjoy good literature and other worthwhile

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

resources.

- Access to the use of current technologies to improve instructional effectiveness.

The Opp City School System library media specialists and teachers should collaborate to insure that all students have adequate and equal access to the library media center and its collection. A library media center handbook of policies and procedures shall be developed to reflect legal guidelines and professional ethics.

Reference(s): Code of Alabama 16-21-1 to -3

Adopted: January 19, 2017

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.30 CHALLENGED MATERIALS

The following procedures shall be followed when the appropriateness of books or instructional materials is questioned:

- I. School/community citizens may register their concerns with the principal of the school where material is being challenged.
- II. All concerns shall be presented in writing to the school principal. The statement shall include the following information:
 - A. Author, compiler, or editor;
 - B. Publisher;
 - C. Title;
 - D. Reason for objection;
 - E. Page number of each item challenged; and,
 - F. Signature, address and telephone number of the person making criticism.
- III. These procedures shall be followed for Opp City School System school-level reviews:
 - A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal shall notify the Superintendent or his/her designee when a committee is convened.
 - B. Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
 - C. Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
 - D. The complainant shall be informed in writing concerning the committee's recommendations.

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

- IV. These procedures shall be appropriate for system-level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal.
- A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the Superintendent to review the appeal, to evaluate the challenged materials and to make recommendations of any changes. A committee member shall not be selected from the school where the challenged materials originated.
 - B. The Superintendent shall designate a member of his/her staff to be responsible for the organization of this review committee according to School Board policies.
 - C. The committee's review shall be treated objectively and in a business-like manner and shall be conducted in the best interests of students, the schools, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
 - D. The committee's recommendations shall be submitted to the Superintendent.
 - E. The complainant shall be informed, in writing, after the committee's recommendation is received by the Superintendent.
 - F. An appeal to the Opp City Board of Education may be requested by the complainant when the school and system-level appeals do not satisfactorily resolve the concerns. The Board shall review recommendations of the school and system-level committees and shall render the final decision on the complainant's concern.

Reference(s): Code of Alabama 16-11-9, 16-12-3

Adopted: January 19, 2017

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.31 CONTROVERSIAL ISSUES

The Opp City Board of Education recognizes that controversial issues are an inherent part of our democratic tradition and that knowledge and understanding of controversial issues are an indispensable part of education for citizenship. Therefore, professional employees shall have the freedom to deal with controversial issues in the public school curriculum provided the following guidelines are observed.

- I. Teachers shall adapt the study of controversial issues to the age, maturity and academic background of pupils.
- II. Teachers shall place major emphasis on **how** to think rather than **what** to think.
- III. Pupils shall have access, insofar as possible, to all materials that are relevant and educationally significant to the issues at hand.
- IV. Pupils shall have the opportunity to express their opinions within the limits of decency, good will and respect for the opinions of others.
- V. Teachers shall teach pupils the principles and techniques of the scientific method and shall provide opportunities for practice in applying established facts to specific problems.
- VI. Teachers shall seek to develop in pupils the ideals of truth and honesty.
- VII. Teachers shall seek to create an atmosphere in which differences of opinion can be voiced without fear or hostility but with mutual respect for all viewpoints.
- VIII. Teachers shall seek to develop in pupils a sense of responsibility for their beliefs, opinions and attitudes and shall encourage pupils to base same on research, tested experience and knowledge as recorded in our cultural heritage.

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

- IX. Teachers shall encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined and checked for accuracy.
- X. Teachers shall take a neutral position in the classroom during the discussion of controversial issues.

Reference(s): Code of Alabama 16-11-9

Adopted: January 19, 2017

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.33 ANIMALS ON SCHOOL PREMISES

The purpose of the Opp City Board of Education Animals on School Premises policy is to allow animals in the classroom while providing for the health and safety of school staff, students and animals. The policy identifies five (5) categories of animals and the procedures to be followed in order to bring animals on school premises. It specifies conditions under which animals must be removed from school premises.

CATEGORY	PROCEDURES
Animals Used in Educational Presentations (single event)	<ul style="list-style-type: none">• Faculty/Staff member secures the approval of the principal prior to the event/presentation by following the steps described below: <ol style="list-style-type: none">1. Identify the instructional purpose or social/emotional objective of the presentation/event2. Provide statement of animal health and temperament or verify that the animal is part of a presentation conducted by an experienced animal handler who engages in demonstrations in a school setting on a regular basis3. Obtain principal's/designee's approval to proceed.4. Notify parents of upcoming presentation5. Provide modifications for students who have

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

<p>Cold Blooded Animals Not Handled by Children (for 1 semester, renewable)</p> <p>and/or</p> <p>Classroom Animals (for 1 semester, renewable)</p>	<ul style="list-style-type: none"> Faculty/Staff member secures the approval of the principal prior to the event/presentation by following the steps described below: <ol style="list-style-type: none"> 1. Identify instructional purpose or social/emotional objective 2. Provide statement of animal health and temperament or verify that animal is provided by a certified program or agency 3. Obtain principal's signature of approval to proceed to next steps 4. Notify parents of proposed presence of animal 5. Provide modifications for students who have animal fears or allergies 6. Obtain principal's final signature of approval
Animals Excluded from School or Classroom Use	<ul style="list-style-type: none"> Poisonous, venomous animals Family pets unless all policy requirements are met
Animals Exempt from Compliance With Policy	<ul style="list-style-type: none"> Trained and certified service animals supporting individuals with disabilities Animals used in K-8 Science Curriculum Invertebrates used in Grades 9-12 Science Curriculum

Conditions requiring removal of an animal from school premises:

Injury: Any animal that causes injury to staff or students must be immediately isolated and removed from the school premises until the situation is resolved. An Injury Report must be completed and the appropriate medical care must be administered.

Health Issue: If a student or staff member has an allergic reaction or other health problem because of the presence of an animal, the animal must be immediately removed from the classroom/workspace of the affected individual and removed from school premises until the situation is resolved.

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

Aggression: Any animal that behaves aggressively must be immediately isolated and removed from the school premises.

Animals may not be transported to and/or from school on school buses or via any other transportation provided by the school system unless specified in an IEP as a service animal.

Reference(s): *Code of Alabama 16-11-9*

Adopted: *January 19, 2017*

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.42 PUBLIC APPEARANCE OF SCHOOL GROUPS

Requests for any Opp City School System group or organization to make a public appearance shall be directed to the principal for approval.

Students' parents/guardians shall be notified prior to any public appearance. Such notice shall state the place to be visited, the date of the public appearance, the time of departure, and the time of return to the school. Any student making a public appearance shall present a note from his/her parent/guardian giving permission for the student to make the public appearance. All documents needed in case of emergency should be provided before the public appearance and should be in the possession of the Opp City Board of Education employee in charge of the public appearance. Medication administration procedures shall be followed in accordance with the established medication disbursement guidelines.

Reference(s): Code of Alabama 16-11-9

Adopted: January 19, 2017

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.43 FIELD TRIPS

Recognizing that educational field trips and trips to various types of contests for instructional purposes help provide desirable learning experiences, the Opp City Board of Education Board delegates to the Superintendent the responsibility for development of administrative criteria governing field trips. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non-school time except where the school is engaged in an activity, competition, or contest that requires use of school time.

- I. All local and in-state field trips, including travel associated with athletic contests, must be approved in advance by the school principal with prior notification given the Superintendent. Notification of such travel must be received by the Superintendent at least seven (7) days prior to the anticipated travel date.
- II. All out-of-state and overnight field trips, including travel associated with athletic contests, must be approved in advance by the principal, the Superintendent, and the Board.
- III. Requests for approval of all field trips, including travel associated with athletic contests, must be submitted on School System Field Trip Request Forms. Upon approval of any field trip, the school principal shall be responsible for notifying the Superintendent through the submission of a copy of an approved School System Field Trip Request Form. Such notification shall be made at least seven (7) days in advance of the expected travel date for local and in-state field trips with a thirty (30) day advanced notification required for out-of-state and/or overnight field trips.
- IV. Before any trip as noted above is taken, a completed and signed School System Parental Permission Form shall be secured from each student planning to go on the field trip. Students who have not submitted a signed Parental Permission Form shall not be allowed to take the trip. Students participating in a series of trips, such as football, basketball, etc., may submit one Parental Permission Form to cover all trips associated with the activity.
- V. Field Trip Transportation Using School System or Common Carriers: In order to reduce the costs of field trips for students, Opp City School System buses should be used for local field trips when possible. Privately owned buses/common carriers may be used for trips extending beyond the normal school day based on prior approval by the Superintendent. Approval for the use of privately owned buses/common carriers must be secured from the

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

principal prior to discussions of the trip with students. Private buses/common carriers should be used only when School System buses are unavailable or impractical. When School System buses are used, the following provisions will apply:

- A. Field trip buses, when available, shall be operated according to terms and conditions that apply specifically to such buses. Reservations must be made through the principal or designee with the teacher/sponsor preparing the Field Trip Request Form for approval by the principal.
- B. At least one teacher or principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.
- C. All field trip bus passengers must be enrolled in school, be an employee of the School System, or be designated as chaperon by the field trip sponsor and approved by the school principal.
- D. The principal of each school is responsible for handling the scheduling of such trips.
- E. Mileage and other applicable cost factors (driver, substitute driver, etc.) for each field trip will be computed by the Board based on the current, approved rates with billings submitted to schools on a monthly basis.
- F. Only adult drivers with a commercial driver's license will be permitted to drive field trip buses with the cost of paying the driver to be borne by the school or class making the trip(s).
- G. The field trip sponsor should return the school system-owned bus in a clean condition as determined by the Director of Transportation.
- H. Due to energy regulations, allocations, proration, and other financial problems, the Board may cancel trips, increase prices, or curtail the use of buses. Principals will be notified if changes occur.

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

VI. Field Trip Transportation Using Private Vehicles: The Board approves the use of privately-owned vehicles to transport students participating in field trips, excursions, or interscholastic activities where only a small number of students will be attending or participating in a respective activity. Such approval is based on a recognized need for additional standard, cost effective transportation at certain times to support the School System's instructional program and extra-curricular activities. Privately-owned vehicles may be utilized to transport a student or student groups to and from such activities provided:

- A. A small number of students will be involved in the respective field trip, excursion, or interscholastic activity. In such instance, the school principal shall have the discretion to utilize a private vehicle(s) with sufficient passenger capacity(ies) not to exceed the number of approved seat belts to transport the student or student group on such trips.
- B. Students going on the field trip, excursion, or interscholastic activity present signed parental permission forms noting the use of private vehicles to the field trip sponsor prior to the date of expected travel.
- C. Said vehicle is owned and/or operated by a member of the professional staff of the School System, the Opp City School System, or an approved adult member of the community. In the case of a student internship, off-campus course work assignment, or cooperative education placement, signed parent permission may be filed with the principal for a student to transport himself/herself in his/her personal vehicle from school to the assigned off-campus placement.
- D. The trip is covered by the Board's liability insurance or other approved liability insurance.

Reference(s): Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-1-4-.01

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

Adopted: January 19, 2017

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.44 SCHOOL FUNCTIONS

Any school social function shall be sponsored by an instructional staff member and shall be approved by the principal prior to scheduling.

Opp City School System faculty members shall be encouraged to attend school-sponsored social functions.

All Opp City school functions including field trips, extracurricular events, and recreational activities such as picnics, parties, and excursions under the sponsorship of the school shall have a sponsor and an appropriate number of chaperones as determined by the school principal. A sponsor is a professional Opp City Board of Education employee who is currently certified by the State Department of Education. Chaperones are volunteers approved by the principal.

Reference(s): Code of Alabama 16-11-9

Adopted: January 19, 2017

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.45 SERVICE ANIMALS

The Opp City School System does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The school system will comply with federal and State laws regarding the use of service animals.

“Service animal” means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. In specific cases, the school system may make reasonable modifications of policies, practices, or procedures to permit the use of a miniature horse if the animal has been individually trained to do work or perform tasks for the benefit of an individual with a disability, after consideration of the following factors: the type, size, and weight of the miniature horse and whether the facility can accommodate these features; whether the handler has sufficient control of the miniature horse; whether the miniature horse is housebroken; and whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation. Requests to permit miniature horses will be handled on a case-by-case basis.

The work or tasks performed by a service animal must be directly related to the individual’s disability. The crime deterrent effects of an animal’s presence, or the provision of emotional support, wellbeing, comfort, or companionship, do not constitute work or tasks for the purposes of defining “service animal.” School system personnel may inquire of the individual with a disability, his/her parents/guardian, or the owner or handler of the animal, the following to determine whether an animal qualifies as a service animal:

- whether the animal is required because of a disability; and
- what specific work or task that the animal has been trained to perform.

Individuals with disabilities will be permitted to be accompanied by their service animals in the areas of the school system’s facilities where they would normally be allowed to go.

Users/Owners of service animals are liable for any harm or injury caused by the service animal to others, including students, staff, and visitors and may be charged for any damage to school property caused by the animal in accordance with school system practice.

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

Individuals with a disability will not be required to pay an administrative fee or surcharge for service animals to attend events for which a fee is charged; however, individuals may be charged for their own admission for such events.

A service animal must have a harness, leash, or other tether, unless the student is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's or handler's control.

The school system is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself. The school system is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal. Students with service animals or their handlers are expected to care for and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his or her service animal, the parents are responsible for providing care and supervision of the animal themselves or through an appropriate handler.

Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator. The service animal must be under the control of the student or its handler at all times. The school system may exclude or ask the individual to remove his/her animal from the premises if the animal is out of control and the handler does not take effective action to control it; if the animal is not housebroken; if the presence of the animal poses a direct threat to the health or safety of others; or its presence would require a fundamental alteration to the service, program, or activity of the school system.

The Superintendent or his/her designee will develop and disseminate procedures to implement this policy and accommodate individuals with disabilities requesting use of a service animal in school buildings and on school system property and vehicles

Reference(s): *Code of Alabama 16-11-9, Title II, American with Disabilities Act, 42 U.S.C.A. §12131-12165 Individuals with Disabilities Education Act (IDEA), 20 U.S.C.A. §1400, et seq., Section 504 of The Rehabilitation Act, 29 U.S.C.A. §794*

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

Adopted: January 19, 2017

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.50 STUDENT PUBLICATIONS

OPP City School system building principals may approve the establishment of a school newspaper or magazine for students.

The principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, and programs and for ensuring that these publications do not impede or otherwise interfere with the educational purpose of the school.

The principal shall not allow advertisements of intoxicants or tobacco products or other products that would be inappropriate for the intended audience.

Reference(s): *Code of Alabama 16-11-9*

Adopted: *January 19, 2017*

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.60 ASSESSMENT PROGRAM

The Opp City School System shall periodically assess student performance and achievement within each school of the system. The assessment programs must be based upon local goals and objectives that are compatible with the Courses of Study adopted by the State Board of Education. All schools will participate in the state assessment program designed to measure annual student learning and school performance.

The Opp City School System will follow recommendations of the State Board of Education for the provision of test adaptations and modifications of procedures as necessary for students in special education programs and for students who have limited English proficiency.

Test results shall be treated with confidentiality.

Reference(s): *Code of Alabama 16-11-9, Alabama Administrative Code §290-4-2-.01-.04*

Adopted: *January 19, 2017*

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.61 TEST SECURITY

All mandatory tests administered by or through the State Board of Education and system-administered national norm-referenced achievement tests shall be secured.

Opp City School System and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security. The testing coordinator shall oversee the destruction of statewide assessment test materials in a secure manner.

The testing coordinator shall instruct school test coordinators and principals on test security measures.

Principals shall be responsible for informing the faculty of test security measures.

The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator. Any unresolved problems in the system shall be reported to the appropriate agency.

The possession of a digital device is strictly prohibited during the administration of a secure test. A student in possession of a digital device during testing shall be subject to applicable disciplinary consequences. The prohibited device shall be confiscated and may be subject to search. The student's test shall be invalidated if test security procedures are violated.

Reference(s): *Code of Alabama 16-11-9, Alabama Administrative Code §290-4-2-.04*

Adopted: *January 19, 2017*

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.71 REPORT CARDS

Report cards are for the purpose of transmitting an evaluation of student progress to the student and his/her parents or guardians. The Superintendent shall develop procedures relating to the content and schedule of issuance of Opp City School System report cards. Report cards shall describe the official key to grades as approved by the Board for the school and grade levels being reported.

Reference(s): Code of Alabama 16-11-9

Adopted: January 19, 2017

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.80 TRANSFERS FROM NONACCREDITED OR HOME SCHOOLS

To allow transfer of credits and/or determine the appropriate class/grade placement of a student transferring to this system from a non-accredited or home school, the following shall be implemented:

Credit for all elective courses shall be accepted without validation.

Uncontested credit for core courses of English, mathematics, science and social studies shall be transferred as follows:

- A. Using all available records and nationally standardized tests, if available, the principal or his/her designee shall determine the appropriate placement and then notify the student and the parent/guardian.
- B. Upon agreement by the parent/guardian, the student shall be assigned to the class and/or grade agreed upon.
- C. For any initial core course the student completes successfully in this system, he/she shall be permitted to transfer in that subject area all previous credits earned at a non-accredited or home school. (Example: Successful completion of eleventh grade English in this system would allow the student to transfer ninth and tenth grade English if completed successfully at the non-accredited or home school.)

Contested credit for core courses shall be transferred as follows:

If the parent/guardian disagrees with the placement decision, the principal or designee shall supervise the administration of the school's most recent semester examination or other appropriate assessment for each prerequisite to the core course in which the parent/guardian is requesting enrollment. For each test passed, the student shall be placed in the next level core course and credit for the prerequisite course(s) shall be transferred.

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

In the event of the existence of controversial records/transcripts and/or the absence of any official or notarized records/transcripts, the student shall take placement tests consisting of the system school's previous semester tests for core courses.

All transfer students must pass any required assessments and meet all other requirements for graduation.

Reference(s): *Code of Alabama 16-11-9, Alabama Administrative Code §290-3-1-.02(7)J2(K)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.81 CAREER TECHNICAL COOPERATIVE EDUCATION

The Opp City Board of Education recognizes the importance of the school-community linkage in training individuals for specific occupations; assisting individuals with the transition from school to the world of work; providing an environment for developing proper skills, knowledge, work and safety habits, and pride in achievement. As such, Cooperative Career/ Technical Education Programs will be provided to the extent possible to strengthen this linkage. These programs will operate in compliance with general career technical education policies established by the Board and program standards outlined in current administrative code.

Each cooperative career technical education program shall provide on-the-job training that:

1. is related to existing employment opportunities which offer promotion and advancement.
2. is related to the student's occupational objective.
3. does not displace other workers who can perform such work.
4. is conducted in accordance with written training agreements and training plans that incorporate methods for solving problems at work and problems at school.

Criteria for Participation

The following criteria must be met prior to a student's participation in Cooperative Career Technical Education Programs:

1. The student and his/her parent(s)/guardian(s) must select the cooperative career technical course(s) as an elective.
2. The student's parent(s) /guardian(s) must sign a release form authorizing the school to release his/her child from school to travel to and from the educational job site.
3. All transportation costs must be borne by the student and his/her parent(s)/guardian(s).
4. The student meets prerequisites for the cooperative career technical course selected as described in the current Opp City School System course catalog.

Reference(s): Code of Alabama 16-3-12, 16-3-13, 16-37-1

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

Adopted: January 19, 2017

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.82 SAFETY IN CAREER TECHNICAL CLASSES

In order to ensure safety of students and personnel in Opp City School System Career Technical education classes, all laws, regulations, and guidelines established by local, state, and federal agencies shall be followed.

Opp City School System teachers in career technical classes shall establish safe working conditions and shall promote the development of safety awareness and safe work habits by students. Safety procedures and safe work habits shall be taught and tested in all career technical classes as specified in the Alabama Course of Study for each content area.

A safety plan shall be posted in each career technical classroom and shall include methods for encouraging safe procedures in the following areas:

- Continuous supervision of students in the classroom, laboratory, and/or shop environment
- Ensuring that students wear protection devices, when appropriate.
- Safe storage of toxic, flammable, or hazardous materials.
- Safe use of electrical devices and avoiding electrical hazards.
- Safety demonstrations, safety instruction, and testing for safety knowledge.
- Periodic inspection of materials, equipment, and tools to ensure safe use.

The goals of safety instruction are to keep students safe while participating in career technical programs and for transfer of this knowledge to the work place.

Reference(s): *Code of Alabama 16-3-12, 16-3-13, 16-37-1, Alabama Administrative Code §290-6-1-.04(6)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.83 CAREER-TECHNICAL PROGRAM EQUIPMENT MAINTENANCE, REPAIR, REPLACEMENT AND DISPOSAL

Opp City School System teachers in career technical classes are expected to keep all machines, equipment, tools, and other items needed for effective instruction in good repair. A program of preventive maintenance of machines, tools, and equipment shall be implemented to prolong the use of the items and to teach proper care and maintenance of equipment. A schedule for the cleaning, greasing, and oiling of equipment, the changing of filters, and other routine maintenance shall be developed by the teacher for all equipment, machines, and tools used in the classroom.

Annual review of needs for repairs, servicing, and other maintenance shall be submitted to designated system personnel. Requests for major repairs or replacement of equipment or tools shall be submitted with estimates of costs for parts, service, or replacements. The teacher using allocated maintenance funds, fees, program funds, or school funds shall pay for routine maintenance and small repairs. Major repairs and appropriate equipment replacement shall be considered in the annual system career technical budget. The Opp City School System shall maintain a reasonable allocation to fund emergency repair of equipment essential to the instructional program.

Principals and system personnel shall conduct periodic inspection of career technical shops, laboratories, and classrooms to determine that tools, supplies, and equipment are properly maintained and stored and to see that equipment is kept in good repair and operated safely.

Designated central office personnel shall work cooperatively with teachers and school administrators to annually assess the need for updated equipment, supplies, tools, and materials for career technical classes. Each teacher shall maintain an accurate inventory of equipment, tools, supplies, furnishings, textbooks, and other materials necessary for instruction in career technical classes. When equipment is unserviceable or obsolete, the teacher shall notify the school principal. The principal shall notify the designated central office personnel in writing of equipment, tools, or other items in need of disposal. Central office personnel will make arrangements for the removal of such items from the school and for the proper disposal of the items according to state and system regulations.

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

To maintain the optimum learning environment, each teacher shall:

1. Make students aware of the importance of the proper care of tools, equipment, furnishings, and materials at school and in the work place.
2. Maintain tools and equipment daily.
3. Maintain an accurate inventory of tools, supplies, and equipment.
4. Notify the principal of safety hazards and/or problems with heating, cooling, lighting, or ventilation that may interfere with learning.
5. Take appropriate disciplinary actions against persons who abuse facilities and/or equipment.
6. Secure tools, equipment, and work areas before leaving the class, laboratory, or shop area for any time.

Reference(s): *Code of Alabama 16-3-12, 16-3-13, 16-37-1, Alabama Administrative Code §290-6-1-.10(1-3) Revised*

Adopted: *January 19, 2017*

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.84 LIVE WORK IN CAREER TECHNICAL PROGRAMS

The Opp City Board of Education recognizes live work as being a valuable tool for students in career technical programs to assist students in developing workplace competencies as a tool for positive community relations. Live work experiences are authorized by the Opp City Board of Education in career technical classes when the following guidelines are followed.

Live work is defined as work performed by students as part of the instructional training program. This work may be performed by students at a job site or at school. All live work projects must be pre-approved by the teacher in writing and coordinated with the school principal. Live work projects are not to be performed in competition with private enterprise. The Opp City Board of Education career technical education programs shall have no responsibility for the results of the work being performed by students or for student safety at the job site.

The person or organization for which the live work project is performed shall assume all costs of materials, supplies, and parts associated with the work performed by students. The career technical teacher is responsible for documenting the live work through a work order, the invoicing of the person/organization for whom the work is performed, and the collection of all charges associated with the live work projects performed by students. Neither the Opp City Board of Education nor the school shall receive economic benefit in excess of 20% of the cost of materials from career technical education live work projects. School employees may not derive any benefit from the live work performed by students.

Reference(s): *Code of Alabama 16-3-12, 16-3-13, 16-37-1, Alabama Administrative Code §290-6-1-.04(5)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 4.0 – CURRICULUM AND INSTRUCTION

4.85 PLACEMENT AND FOLLOW-UP OF CAREER TECHNICAL GRADUATES

Each Opp City School System career technical teacher is responsible for assisting graduates in job placement or entry into post-secondary education. Active files will be maintained in each school of opportunities for employment and graduates who are seeking employment. The principal shall designate school personnel to serve as a placement coordinator to maintain records of student placement and to serve as a liaison with businesses and industry representatives when career technical teachers are not available.

School counselors will maintain active files available to students on colleges, junior colleges, technical schools and other post-secondary training possibilities. In addition, scholarship information will be made available to students.

Each career technical teacher is responsible for the implementation of a follow-up system to determine employment and/or post-secondary education placement of graduates. A purpose of the follow-up of graduates is to solicit feedback regarding the appropriateness and effectiveness of career technical programs.

Formal follow-up reports of graduates shall be completed according to schedules established by the Alabama State Department of Education. In addition, career technical teachers should use informal contacts with employers of graduates to gain information and suggestions for improving instruction in career technical classes.

Reference(s): *Code of Alabama 16-3-12, 16-3-13, 16-37-1, Alabama Administrative Code §290-6-1-.06(2)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.10 ADMITTANCE/ENROLLMENT REQUIREMENTS

- I. Any student who initially enrolls in the Opp City School System shall be required to present the following documents:

- An official birth certificate;
- Immunization as required for the prevention of those communicable diseases designated by the State Health Officer;
- Proof of residency (copy of power bill, telephone bill, rent receipt, etc.) of the parent(s), legal custodian(s), and/or legal guardian(s); and,
- Proof of legal guardianship or custody when warranted.

Exceptions may be granted as provided in Alabama statutes and federal law.

- II. The school principal shall determine grade placement of students from a private or non-public school or from home education based on state regulations and Opp City Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records.
- III. Admission may be denied a student who is over seventeen (17) years of age and who has been dismissed from previous schools for violation of the rules of the school with the exception of resident students who have current IEPs.
- IV. When a student facing some type of disciplinary action is withdrawn from school prior to receiving the punishment, said student (and his/her parent/legal guardian) is to be informed that prior to admission/readmission to any Opp City school, the disciplinary action assigned must be completed. This includes any suspension, alternative program placement, work assignment, or referral to the Superintendent or Board of Education for a hearing.
- V. **Kindergarten and First Grade Enrollment Age Requirements:** To be eligible to enroll in kindergarten, a student must be five (5) years of age on or before September 2 of the school year. To be eligible to enroll in first grade, a student must be six (6) years of age on or before September 2 of the school year. However, a child who transfers from another state

CHAPTER 5.0 – STUDENTS

shall be admitted under the same age requirements as established in the state where he/she previously resided.

- VI. **Resident Students:** The Board defines resident students as students whose parents or legal guardians live within the jurisdiction of the Opp City School System. All resident students of the school system shall be entitled to be admitted, subject to policy limitations and judicial constraints, to the Opp City Schools.
- VII. All homeless, migratory, immigrant, foster care, and/or limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized.

Students who live in the attendance areas of Opp City School System and who are homeless, migratory, immigrant and/or limited English proficient shall not be prohibited from school attendance due to any of the following:

- Residency requirements
- Lack of social security number
- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunizations
- Legal custody requirements
- Transportation
- Language barriers
- Disabilities

- VIII. If a student desiring enrollment is identified as a homeless student, according to the definition as described in Title VII B of the McKinney-Vento Homeless Assistance Act , the homeless

CHAPTER 5.0 – STUDENTS

student shall be enrolled, eligible for free meals, and transportation needs will be determined. Enrollment of a homeless student shall not be denied or delayed due to any reason related to their homelessness.

- IX. The options for the placement of homeless students are (1) continued enrollment in the school attended prior to homelessness; or, (2) enrollment in any school that non-homeless students who live in the attendance area where the homeless student is presently living are eligible to attend. The placement decision shall be made according to the best interest of the homeless student. Factors to be considered include family plans, educational services available, special programs, transportation, and length of stay in shelter facility. To the extent feasible, school administrators shall comply with any placement request made by a parent or guardian. A homeless student enrolled pursuant to these provisions shall not be denied services offered to other students in the school system.
- X. **Resolution of Disputes:** Enrollment of a homeless student shall not be denied pending resolution of a dispute. Any dispute concerning the Opp City Schools providing a public education to a homeless individual, who may be eligible or designated as a homeless student, shall follow the following procedure:
 - A. Upon receipt of a written complaint regarding eligibility, placement, or transportation, the parent or guardian shall be given notice of their right to review. The Homeless Liaison shall be notified of the dispute by the Director of Attendance and/or the Transportation Department. A resolution of the dispute will be facilitated by the Homeless Liaison in accordance with McKinney-Vento Act requirements as expeditiously as possible, but no later than five (5) school days. A written explanation of the decision shall be provided to the parent, guardian or unaccompanied youth by the Homeless Liaison, including a statement regarding the right to appeal to the Superintendent or Superintendent's designee. In the event the dispute cannot be resolved at the school system level, the parent, guardian, or unaccompanied youth may request a review of the dispute by an Assistant State Superintendent or other designee of the State Superintendent at the Alabama Department of Education. The Assistant State Superintendent, or other designee, will address the issues in the dispute within ten (10) days from the receipt of a written request for resolution.
 - B. The Assistant State Superintendent, or other designee, may, if the issue is not resolved in the written review, assign members of the Alabama Department of Education to make an on-site visit to further clarify and resolve the issue. All complaints must be resolved within 60 days unless given written explanation.

CHAPTER 5.0 – STUDENTS

- C. The State Superintendent of Education will review, hear, and rule on grievances from students or the local board of education that have not been resolved by the Assistant State Superintendent or other designee. The decision of the State Superintendent shall be final.

- XI. The Opp City School System shall employ practices that increase the awareness of the homeless education program. The school system shall notify parents/guardians of homeless children and youth of available resources and shall assist them in accessing the resources. The Opp City School System shall conduct an annual evaluation of its homeless education program to determine the effectiveness of the program. The school system will adjust practices and procedures as needed to improve the effectiveness of program implementation and student achievement.

Reference(s): *Code of Alabama 16-11-9, No Child Left Behind Act of 2001, Title VII-B of The McKinney-Vento Homeless Assistance Act of 2001*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.11 NON- RESIDENT STUDENT ADMITTANCE/ENROLLMENT REQUIREMENTS

A student whose parent/legal guardian resides outside the jurisdiction of the Opp City Board of Education may be eligible to attend a Opp City school. To be considered for initial and continued enrollment in the Opp City School System, the parent/legal guardian of a non-resident student shall submit an annual written application to the Superintendent for consideration. Non-resident student requests for enrollment must be received by the Superintendent no later than the first business day of April in the year preceding the school year in which enrollment/admission is desired.

Non-resident enrollment requests will be considered only after all resident student transfer requests have been determined. No student shall be denied enrollment on the basis of race, sex, religion, or national origin.

The following factors shall be considered and used by the Superintendent as the basis for granting permission for a non-resident student to enroll/continue enrollment in the Opp City schools:

1. The availability of an instructional program that meets the education, physical and emotional needs of the student;
2. The receipt of written approval of the Superintendent of the student's resident school system;
3. The impact of the decision to enroll the student on a federal court desegregation order/consent decree on the student's resident school system or on the Opp City School System;
4. The ability to accommodate the applicant without placing undue financial burden on the Opp City School System;
5. The availability of space at the grade level and school;
6. The student's previous attendance record;
7. The student's academic performance at the average or above average level as determined through a review of grades, academic records, and standardized test results;
8. The student's satisfactory history of behavior as determined by a review of discipline records;
9. The student's satisfactory record of payment of school financial obligations and/or tuition;
10. The parent's/legal guardian's agreement to pay an annual tuition determined by the Opp City Board of Education; (note: a student's enrollment, if approved, will not become active until tuition is received);

CHAPTER 5.0 – STUDENTS

11. The parent's/legal guardian's and student's agreement to follow the rules, regulations, and codes of student conduct established by the Opp City School System and the various schools within the School System; (note: failure to comply with the rules and regulations may be cause for expulsion, the withdrawal of permission to attend a Opp City school, and forfeiture of the proportional share of tuition paid);
12. The parent's/legal guardian's agreement to provide transportation for the student; (note: the Opp City School System does not provide transportation for non-resident students); and,
13. The parent's/legal guardian's acknowledgment/understanding that the non-resident student is not eligible to participate in any athletic team, club, or organization for one (1) school year after enrolling.

The Opp City School System has the right to revoke enrollment of any non-resident student based on any of the following conditions:

- Inappropriate behavior or poor disciplinary record;
- Excessive tardiness to school or poor school attendance;
- Unsatisfactory academic performance;
- Falsifying school/or legal documents;
- Late tuition payments, if applicable;
- An attempt to circumvent the policies/procedures of the school and/or the School System; and,
- Any other good and sufficient reason.

If, during the school year, it becomes evident that the guardianship/residency of a student has been misrepresented in order to avoid tuition and that the student actually resides outside of Opp City, tuition and a penalty fee (in an amount established by the Opp City Board of Education) will become due immediately. If tuition including the applicable penalty fee is not forthcoming, the student will be withdrawn. Such a student shall fall under the admission criteria for non-resident students.

When parents have joint legal custody and the student resides with a parent outside Opp City and the other parent resides within Opp City, the non-resident student shall not be required to pay tuition. However, when requesting enrollment, proof of guardianship and/or legal custody must be provided along with proof of residency for both parents/legal guardians. The Opp City School System accepts

CHAPTER 5.0 – STUDENTS

only legal guardianship/custody documents as authorized by a court of law. Notarized affidavits, educational guardianship records, or other types of statements are not acceptable.

Tuition Information

Non-resident student tuition shall be paid each year prior to enrollment. The tuition may be paid in full prior to the beginning of the school year, or may be paid in two (2) installments (the first payment paid prior to the opening of first semester; the second installment paid prior to the opening of second semester). Failure to pay tuition according to the established payment date(s) will cause the student(s) to be withdrawn from the Opp City School System.

Non-resident students who enroll at times other than the beginning of a semester shall pay tuition on a prorated basis for the balance of the school year/semester of attendance.

Out-of-zone Students

A student may not attend a school of the Opp City School System that is outside of the attendance zone where his/her parent/legal guardian has established legal residence, except as follows:

- When the parent/legal guardian of a current resident student establishes residence outside of Opp City or outside a school attendance zone during the academic year, the parent/legal guardian will be allowed, at his/her discretion, to permit his/her child (ren) to complete the current semester without paying tuition or submitting a transfer/non-resident enrollment request. However, the Opp City School System is not obligated to provide transportation for the student(s) under such circumstances.
- Employees of the Opp City Board of Education who live outside of Opp City may enroll their child(ren) in the Opp City School System without being subject to tuition. (see Policy 5.10)

Homeless Students

Nothing in this policy shall interfere with the implementation and application of the McKinney-Vento Homeless Assistance Act of 2001.

Reference(s): Code of Alabama 16-11-9

Adopted: January 19, 2017

CHAPTER 5.0 – STUDENTS

Revised:

CHAPTER 5.0 – STUDENTS

5.13 PRE-KINDERGARTEN CLASS ADMISSION AND ENROLLMENT

The Opp City School System may operate pre-kindergarten programs for students under age five (5) when funds, personnel, and facilities are available. The Superintendent shall publish application, selection, enrollment, and attendance criteria for pre-kindergarten students. Pre-kindergarten programs shall follow established guidelines and regulations of the State Department of Education as well as federal, state, and local laws.

Reference(s): *Code of Alabama 16-11-9, Alabama Administrative Code §290-3-1-.02*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.17 STUDENT RIGHTS AND RESPONSIBILITIES

The Opp City Board of Education possesses the responsibility to offer an education that shall be provided in an orderly, healthy atmosphere, both physical and emotional, and in which treatment of students is both firm and fair in all matters pertaining to school life.

Every student shall comply with all rules and regulations of both the State and the Board pertaining to pupil behavior. Codes of student conduct shall be based on maintaining within each school a proper atmosphere for learning. Codes of conduct shall be consistent with the policies of the Board, which in turn, shall be in full compliance with State and Federal statutory provisions.

Reference(s): Code of Alabama 16-11-9, 16-AJA-1, -2, -3, and -5

Adopted: January 19, 2017

Revised:

CHAPTER 5.0 – STUDENTS

5.20 GRADUATION REQUIREMENTS

All students entering the 9th grade are required to complete course requirements for graduation as specified by the Alabama State Board of Education and the Opp City Board of Education. The Opp City Board of Education directs the Superintendent to produce a widely disseminated publication that describes requirements for all diplomas and certificates awarded by the Opp City Board of Education.

Publications describing graduation requirements for Opp City students shall describe types of diplomas and endorsements by graduating class/year/cohort, total credits and assessments required, core course requirements, elective course offerings, and the process for earning weighted credit when appropriate. Additionally, such publications shall describe courses and/or procedures by which students may earn credits toward graduation prior to grade 9 and procedures for the validation and/or acceptance of credits for students transferring into the Opp City School System.

Reference(s): *Code of Alabama 16-11-9, 16-26-1, Alabama Administrative Code §290-030-010-.06(11)(K)1*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.22 CLASS RANKINGS AND HONOR GRADUATES

Ranking of Students: Rank-in-class is an indication of the student's academic standing in relation to that of the other students in the class. Grades in the identified course levels shall be weighted and grade point averages determined. The procedures for ranking students are as follows.

To be designated as an honor graduate, a student must

- Maintain a cumulative numeric, weighted average of 90 or above on all course work earned in grades 9 through 12,
- Pass a minimum of twenty-four (24) units.

To be designated as a graduate with high honors, a student must

- Maintain a cumulative numeric, weighted average of 95 or above on all course work earned in grades 9 through 12,
- Pass a minimum of twenty-four (24) units.

The graduate with high honors with the highest cumulative numeric weighted averages will be designated as the valedictorian. The graduate with high honors with the second highest cumulative numeric weighted average will be designated as salutatorian. The names of the valedictorian and salutatorian shall be announced at the conclusion of the last grading period.

References: *Code of Alabama 16-11-9*

Adopted: *January 19, 2017*

REVISED:

CHAPTER 5.0 – STUDENTS

5.26 STUDENT PROMOTION AND RETENTION

It is recommended that students in danger of failing be presented to the school's problem solving team for consideration of possible intervention strategies.

Grades K-5

The process of making decisions as to promotion and retention of elementary students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s). If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student would be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development. Passing reading and math, in the respective grade levels (1-5) is required for promotion to the next grade. Successful completion of an approved summer school program after retention in a grade level may make the student eligible for promotion in the subsequent school year.

Grades 6-8

Students enrolled in grades six (6) through eight (8) must pass all academic core subjects (math, English, science, social studies) each year in order to be promoted to the next higher grade. Successful participation in an approved summer school program after retention in a grade level may make the student eligible for promotion in the subsequent school year.

Grades 9-12

For students to be permitted to move to the next higher grade level, the following standards must be met:

9th Grade — students who have successfully completed middle school.

9th to 10th Grade — students who have earned six (6) Carnegie units will be classified as tenth graders.

10th to 11th Grade - students who have earned twelve (12) Carnegie units will be classified as eleventh graders.

CHAPTER 5.0 – STUDENTS

11th to 12th Grade — students who have earned seventeen (17) Carnegie units and are able to complete all graduation requirements within the school year will be classified as twelfth graders.

Prerequisites — Grades 9-12

Any course offered for registration purposes that lists prerequisites must be followed as stated. For example, English 10 cannot be taken until a student passes English 9.

Special Education Students

Promotion of any student in a special education program, with the exception of gifted students, must be based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; i.e., for a special education student to be placed at the sixth (6th) grade level, he/she must have been enrolled in school for at least five (5) years.

Reference(s): *Code of Alabama 16-11-9*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.29 STUDENT DUE PROCESS

The Board recognizes that observance of applicable substantive due process entails two basic considerations: (1) any objective sought relative to student governance must be legally defensible, e.g., based upon a rational or compelling state interest; and (2) the means taken to accomplish such objective must be within the constitutional limitations applicable to the in loco parentis position of school officials within the School System. To assure compliance with these two substantive aspects, the Board has approved the following guidelines as applicable to all policies, rules, and regulations.

1. Each local school policy, rule, or regulation shall specify its purpose as it relates to accomplishment of a legally defensible objective;
2. Each local regulation shall be based on a Board policy
3. All policies, rules, and regulations at any level shall be consistent with local, county, or city ordinances, statutes of the State of Alabama, administrative regulations of duly authorized agencies; e.g. State Board or State Department of Education.
4. Both policies of the Board and regulations designated by local school administrators shall be specific and precise.
5. No Board policies or local school codes of conduct shall deny any student his constitutional rights.
6. Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the in loco parentis position of school officials.
7. Exercise of all authority by administrators, teachers or school officials, be capable of withstanding close judicial scrutiny relative to freedom from arbitrary, capricious, discriminatory, or otherwise illegal practices.
8. Students, parents, citizens, teachers, and administrators should be participants in developing local school codes of conduct.

Procedural due process within the school system shall relate primarily to the area of discipline and disciplinary measures, e.g., short-term suspension, long-term suspension, and expulsion.

CHAPTER 5.0 – STUDENTS

The degree of procedural due process afforded in each of the above situations shall be dependent upon: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.

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;
2. The evidence against the student shall be explained to him; and
3. The student shall be given an opportunity to present his own version of the facts concerning the charges.

When a student is facing possible long-term suspension or expulsion, the Board shall afford the student the following:

1. The right of a hearing before the Board of Education;
2. The right of counsel;
3. The opportunity for cross-examination of witnesses;
4. A written record at the hearing;
5. A written record of the decision; and
6. The right of appeal.

A school may not unilaterally expel, or cease the provision of educational services to a student with a disability whose education is governed by an individualized education plan (IEP).

Reference(s): *Code of Alabama 16-28A-1, -2, -3, and -5*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.30 STUDENT CONDUCT AND SUPERVISION

All students enrolled in the Opp City School System shall be subject to federal and state laws, regulations of the State Board of Education, the rules and policies of the Opp City Board of Education and the Code of Student Conduct, and shall be under the control and direction of the principal or designee during the time they are transported to or from school at public expense, during the time they are attending school or a school-sponsored activity, and during the time they are on Opp City Board of Education premises for school attendance and authorized activities.

- I. The principal or the principal's designated representative shall ensure that students are properly supervised while at school and during any school-sponsored activity.
- II. The teacher, other members of the instructional staff, bus driver, or other assigned supervisory staff shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.
- III. The Opp City Board of Education's authority and responsibility do not extend to students while they are being transported by private vehicles not affiliated with a school-sponsored activity or on school property.
- IV. The Code of Student Conduct and any revisions shall be approved and adopted by the Opp City Board of Education. The Code of Student Conduct shall:
 - A. Be developed with input from Opp City Board of Education members, appropriate grade level teachers, school personnel, school administrators, students, and parents.
 - B. State grounds for disciplinary action procedures and the rights of students.
 - C. Be distributed to all Opp City School System teachers, school personnel, students, and students' parent(s)/legal guardian(s) at the beginning of each school year or upon enrollment.
 - D. Be filed in the Superintendent's office and in the office of the school principal.

CHAPTER 5.0 – STUDENTS

- V. The Code of Student Conduct shall be discussed with students, parents and teachers at the beginning of each year. Students who enroll after the beginning of the school year shall be given an orientation to the Code of Student Conduct upon enrollment.
- IV. The principal shall use the Code of Student Conduct to familiarize students with Opp City Board of Education rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he or she deems it necessary.
- V. Wearing apparel, jewelry, make-up, or any mannerisms in a style determined by the principal or designee to be disruptive to the educational process of the school or harmful to the safety of any student shall be prohibited. Students shall be notified of the unacceptable wearing apparel, jewelry, make-up, or style mannerisms and shall be given a reasonable amount of time to make proper alterations.

References: *Code of Alabama 16-28a-1, 16-28a-2, 16-28a-3, 16-28a-516*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.30.1 CORPORAL PUNISHMENT

In order to establish and maintain an educational climate conducive to learning, the Opp City Board of Education permits reasonable corporal punishment (paddling) of students. If such punishment is required, it shall be administered only as a last resort, with extreme care, tact, and caution by the principal or his/her certificated designee according to the published Code of Student Conduct and the following stipulations:

1. Corporal punishment shall not include more than three (3) licks administered to the buttocks. No other form of corporal punishment is permitted in Opp City schools.
2. Corporal punishment will be administered privately (not in the presence of the class or other students) and in the presence of another certified professional employee. Consent of the principal or assistant principal is required for a teacher to administer corporal punishment. Records of all corporal punishment shall be maintained by the principal.
3. Corporal punishment shall not be administered to any student receiving special education services (with the exception of gifted and speech-impaired) until and unless a determination has been made showing that the student's infraction was not a manifestation of his/her disability(ies).

References: Code of Alabama 16-28A-1 through-3, 16-28A-5, 16-1-14

Adopted: January 19, 2017

Revised:

CHAPTER 5.0 – STUDENTS

5.30.2 PHYSICAL RESTRAINT AND SECLUSION

Policy Purpose

1. The Opp City School System acknowledges that maintaining a school environment conducive to school learning requires that the environment be orderly and safe. Accordingly, physical restraint of a student may sometimes be necessary in order to protect the student or other individuals.
2. The purpose of this policy is to ensure that physical restraint is administered only when needed to protect a student and/or member of the school community from imminent, serious physical harm, and to prevent or minimize any harm to a student as a result of the use of physical restraint.
3. The Opp City School System places an emphasis under this policy on the prevention and de-escalation of inappropriate behavior, which reduces the risk of injury to students and staff, as well as the care, safety, and welfare of our students.

Definitions

1. **Physical restraint** is direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to a student in order to promote safety or to prevent self-injurious behavior; providing physical guidance or prompting to a student 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.
2. **Chemical restraint** is any medication that is used to control violent physical behavior or to restrict the student's freedom of movement that is not a prescribed treatment for a medical or psychiatric condition of the student.
3. **Mechanical restraint** is 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

CHAPTER 5.0 – STUDENTS

which cannot be easily removed by the student. The term does not include 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. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.

4. **Seclusion** is 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. Seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include 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 herein; in-school suspension; detention; or a student-requested break in a different location in the room or in a separate room.
5. **Time-out** is a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used and is not seclusion when:
 - (a) The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
 - (b) The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.
 - (c) The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
 - (d) The time-out space is free of objects that unreasonably expose the student or others to harm.

CHAPTER 5.0 – STUDENTS

Prohibitions

1. The use of physical restraint is prohibited in the Opp City School System and its educational programs 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 is prohibited when used as a form of discipline or punishment.
2. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress during the restraint. Any method of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs is prohibited in the Opp City School System and its educational programs.
3. The use of chemical restraint, mechanical restraint, and the use of seclusion are prohibited in the Opp City School System and its educational programs.

Requirements

1. Each local school's principal or his/her designee and each educational program of the School System that utilizes physical restraint under this policy will provide staff with guidelines and procedural information regarding physical restraint and will arrange for the appropriate training of those designated staff members that may be called upon to physically restrain a student. This training of designated staff members shall be provided as a part of a program that addresses prevention and de-escalation techniques as well as positive behavioral intervention strategies. The training of designated staff members will be based on evidence-based techniques and strategies when possible. Each local school's principal or his/her designee or program coordinator shall be responsible for providing periodic reviews.
2. Each local school's principal or his/her designee and each educational program that utilize physical restraint will maintain written or electronic documentation on training provided at the local school regarding physical restraint and the list of participants in each training session. Records of such training will be made available

CHAPTER 5.0 – STUDENTS

to the Alabama Department of Education or any member of the public upon request.

3. Each local school's principal or his/her designee and each educational program that utilize physical restraint is responsible for generating and maintaining incident and debriefing reports of the use of restraint as well as reports of any prohibited use of seclusion and chemical, mechanical, or physical restraint at the local school and for gathering/reporting data to the Opp City Board of Education and to the Alabama Department of Education annually. The use of physical restraint will be monitored by each local school's principal or his/her designee or program's coordinator on an on-going basis to ensure fidelity of implementation. Follow-up training will be provided following any situations in which procedures are not being followed.
4. Each local school's principal or his/her designee and each educational program that utilizes physical restraint shall ensure that following an incident of restraint or seclusion of a student, all school personnel involved in the incident and appropriate administrative staff participate in a debriefing session for the purpose of planning to prevent or reduce the reoccurrence of the use of restraint. A student's parent or legal guardian will be provided notification of this debriefing session and afforded the opportunity to attend or to request that the debriefing session be rescheduled. The debriefing session shall occur no later than five school days following the imposition of physical restraint or seclusion, unless the debriefing session is delayed, at the request of a student's parent or legal guardian, so that the parent or legal guardian may attend.
5. Each local school's principal or his/her designee and each educational program that utilize physical restraint will provide written notification to a student's parent or legal guardian when physical restraint is used on a student within a reasonable time following the restraint not to exceed one school day from the use of restraint.
6. Each local school's principal or his/her designee and each educational program will provide written notification to a student's parent or legal guardian when their child is removed from his/her school or program setting by emergency, medical, or law enforcement personnel within a reasonable time following the removal not to exceed one school day from the removal.

CHAPTER 5.0 – STUDENTS

7. Each student's parent or legal guardian will be provided information regarding the school or program's policies governing the use of physical restraint. This information will be provided to parents at the beginning of each school year or upon the student's enrollment if the student enrolls after school has started. To effectuate this requirement, the School System's website and student handbook/code of conduct will contain the following statement:

As a part of the policies and procedures of the Opp City School System, the use of physical restraint is prohibited in the Opp City School System and its educational programs 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 is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the Opp City School System and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel that could result in a removal of the student by such personnel.

Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

Clarifications

1. Nothing in this policy shall be construed to interfere with the School System's or school personnel's authority to utilize time-out as defined herein or to utilize any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed as part of this policy.

CHAPTER 5.0 – STUDENTS

2. Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, §16-28-12.
3. Nothing in this policy shall be construed to prohibit the School System's or school personnel's right to take reasonable action to diffuse or break up a student fight or altercation.
4. Nothing in this policy shall be construed to prohibit the School System or school personnel from taking reasonable action to obtain possession of a weapon or other dangerous objects on a student or within the control of a student.
5. Nothing in this policy shall be construed to eliminate or restrict the ability of school personnel to use his or her discretion in the use of physical restraint as provided in this policy to protect students or others from imminent harm or bodily injury.
6. Nothing in this policy shall be construed to create a criminal offense or a private cause of action against any local board of education or program or its agents or employees.
7. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel or to interfere with the rights the School System or school personnel from seeking assistance from law enforcement and/or emergency medical personnel.

Reference(s): Code of Alabama 16-28-12, 16-1-14, Alabama Administrative Code §290-3-1-.02(1)(F)

Adopted: January 19, 2017

Revised:

CHAPTER 5.0 – STUDENTS

5.31 INTERROGATIONS AND SEARCHES

I. Search of Property

The Opp City 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, student lockers, and related properties are and remain the property of the Board.

The Board is charged with maintenance of such property and thus authorizes inspection for any maintenance-related reasons. With respect to opening of lockers or desks for other reasons, the following shall apply through the Opp City School System.

Desks, lockers and other equipment at 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 object, item, article, 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.

Vehicles driven by students and parked on school property are subject to search with or without the consent of students.

Any items that are specifically prohibited by law, by Board policy, or by fair and reasonable local school regulations may be impounded by school officials. Such prohibited items shall include, but not be limited to the following:

- Any weapons;
- Drugs of any sort;
- Alcoholic beverages;
- Pornographic or otherwise obscene material; or
- Any other object, controlled substance or material that 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 regulations.

If possible, the student or students shall be contacted prior to any search of a desk or locker assigned to such student, and the desk or locker shall be opened in his/her presence. A witness from the professional staff shall be present during the inspection at all times when students cannot be contacted.

The content of this policy shall be communicated to all students and staff at the beginning of each year.

II. Search of a Student's Person

CHAPTER 5.0 – STUDENTS

The Board authorizes teachers and administrative personnel who have reasonable belief that a student(s) is 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 of said student(s) under the following conditions:

- Any such action shall not be taken unless there is a reasonable belief of violation of law or policy which can be substantiated if necessary;
- Any such action shall not be deliberately intended to embarrass, harass, or intimidate the student(s);
- Parents/Guardians shall be notified, in writing, of all such searches of a student's person. The principal shall retain a copy of said notice.

The search of a student's person shall be with the knowledge, and under the supervision, of the principal or his/her designee.

Any search of a student's person shall be done privately by a teacher or administrator of the same sex as the student to be searched. 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 record of the search shall be made. One copy shall be filed in the principal's office. One copy shall be sent to the Superintendent of Education. Students shall be given a receipt for all items impounded.

Reasonable belief of a violation of law or policy may be based upon information from such sources as faculty members, reliable students, a law enforcement officer, visual evidence or any of these factors.

III. **Detection of Illegal Drugs**

The Board authorizes law enforcement agencies to make periodic, unannounced visits to any of its schools for the purpose of detecting the presence of illegal drugs. Such visits are unannounced to anyone except the Superintendent and building Principal.

IV. **Interrogation**

A student enrolled in the Opp City School System shall not be interrogated by any non-school authority without the knowledge of the school principal or the assistant principal. When law enforcement officers make it known that they wish to talk to a student while under the supervision of the school, the student will be informed by the principal or assistant principal that the student has three choices:

- He/she may converse by telephone with his/her parent/guardian.
- He/she may decline to talk to the officers until his/her parent/guardian is present.
- He/she may talk with the officers either in or outside the presence of a school official.

CHAPTER 5.0 – STUDENTS

No student shall be removed from the school without a warrant or petition being officially served.

Reference(s): Code of Alabama 16-11-9, Alabama Administrative Code §290-3-1-.06

Adopted: January 19, 2017

Revised:

CHAPTER 5.0 – STUDENTS

5.31.1 USE OF VIDEO SURVEILLANCE EQUIPMENT

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Opp City Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the Opp City School System.

Equipment shall not be used where there is an expectation of privacy, i.e. bathrooms, gym/locker rooms, and private offices. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and tapes, and on applicable laws related to the use of surveillance equipment. Equipment may be used in classrooms with the written request of the teacher.

Individual schools shall establish a system for maintenance and storage of equipment and tapes. Equipment and tapes shall be stored in secure places with access by authorized persons only.

All Opp City School System personnel, students, and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events, and on system owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school safety, disciplinary matters, law enforcement, or other lawful purposes.

References: *Code of Alabama 16-8-8, Alabama Administrative Code §290-3-1-.02*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.31.2 USE OF METAL DETECTORS

In order to provide and maintain a safe and secure environment for students, school personnel and authorized visitors, the Opp City Board of Education may employ the use of hand-held metal detectors. Prior to implementing the use of metal detectors, training shall be provided for authorized persons regarding the use, maintenance and storage of said equipment and on laws and procedures for conducting searches.

In implementing the use of metal detectors, the following guidelines will be followed:

1. All metal detector searches shall be conducted by school board employees only.
2. Any information obtained through the use of metal detectors will be used only for school disciplinary or law enforcement purposes.
3. The metal detectors will be used by authorized personnel at any time there is reasonable suspicion that the student being searched has violated or is violating a particular disciplinary rule or public law relating to the possession of weapons. Any search of a student's person as a result of activation of the detector will be conducted in accordance with the Board's policy on student searches (Policy 5.31).

Prior to implementing the use of metal detectors by authorized Opp City Board of Education employees, this policy will be communicated to all affected school personnel, students, parents and the community at-large.

References: *Code of Alabama 16-11-9, Alabama Administrative Code §290-3-1-.02*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.31.3 UNANNOUNCED VISITS BY LAW ENFORCEMENT

To provide and maintain a safe and secure environment for students, staff, and visitors, the Opp City Board of Education supports the requirement of the Alabama Administrative Code, §290-030-010-.06, to permit law enforcement agencies to make periodic, unannounced visits to any school within the school system. Such visits shall be for the purpose of detecting the presence of illegal drugs or warrants. Such visits shall be unannounced except to the superintendent of schools and principals of the individual schools that are subject to the visitation.

In accordance with the Code of Alabama, §16-1-24.1, the possession of illegal drugs, alcohol, or weapons will result in immediate suspension from school and possible criminal charges being brought against the student(s).

Reference(s): *Code of Alabama 16-1-24.1, Alabama Administrative Code §290-030-010-.06*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.31.4 USE OF CANINE LAW ENFORCEMENT

In order to maintain drug-free schools and deal with problems associated with drug use and drug trafficking, the Opp City Board of Education allows law enforcement officials to make periodic, unannounced visits to any public school in the school system to detect the presence of illegal drugs or weapons. The superintendent and the principal shall be given prior notice.

In implementing the use of drug-sniffing dogs, the following guidelines will be followed:

1. Although reasonable cause is not necessary under law in using dogs to sniff unoccupied automobiles, buses, and lockers, principals will use reasonable care in the search process.
2. Only the principal or designee with approval from the superintendent or designee shall implement the use of drug-sniffing dogs in schools.
3. In the search for drugs, drug-sniffing dogs will be handled by trained dog-handlers under the supervision of the principal or designee and appropriate law enforcement official.
4. Dogs will not be allowed to sniff students or employees.
5. Dogs will not be brought into the school while large numbers of students are occupying the halls or other gathering places such as lobbies, buses, cafeterias, restrooms, and auditoriums.

Reference(s): Code of Alabama 16-8-8, Alabama Administrative Code §290-3-1-.02

Adopted: January 19, 2017

Revised:

CHAPTER 5.0 – STUDENTS

5.32 STUDENT POSSESSION OF DEADLY WEAPONS

Possession of a deadly weapon on school property or on a school bus with the intention to do bodily harm is a Class C felony. All persons, other than authorized law enforcement personnel, are prohibited from bringing or possessing any deadly weapon or dangerous instrument on school property, and specific penalties for students and school personnel who violate this policy, notwithstanding any criminal penalties, may also be imposed.

The Opp City Board of Education authorizes the Superintendent or designee to immediately and automatically suspend any student found in possession of a deadly weapon. A deadly weapon shall be defined as anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be carried by students on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours.

A student determined to have brought to school or have in his/her possession a firearm defined in Section 921 Title 18 of the U.S. Code in a school building, on school grounds, or at other school-sponsored functions shall be expelled for a period of one (1) year. The Board and the Superintendent may modify or extend the expulsion requirement on a case-by-case basis.

The Opp City Board of Education directs the Superintendent to provide the State Department of Education a description of the circumstances surrounding each expulsion pursuant to this policy. This description shall include:

- The name of the school concerned.
- The number of students expelled.
- The types of weapons concerned.

No person found guilty of violating a weapons policy may be readmitted to the public schools of this state without psychiatric or psychological counseling and an accompanying report in writing to the Board that the person does not represent a threat to the safety of any student or employee of the school system.

Discipline of Opp City School System students with disabilities who violate this deadly weapons policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

CHAPTER 5.0 – STUDENTS

Any person who violates the provisions of this policy may be arrested on the appropriate warrant signed by the principal or appropriate school authority.

If pursuant to a Opp City Board of Education hearing, any person is found guilty of violating this policy, such person shall not be admitted to school until any criminal charges or offenses arising from such conduct have been disposed of by proper authorities and such violator(s) have satisfied all other requirements imposed by the Board as a condition for readmission.

Reference(s): *Code of Alabama 16-1-24.3, 16-28-6, 16-28-40, Alabama Legislative Acts 94-820 and 94-817*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.33 EXPULSION

The school principal may recommend to the Superintendent, the expulsion of any student who has committed a serious breach of conduct according to the Code of Student Conduct.

Any student who is being considered for dismissal shall be accorded due process of law prior to dismissal. This shall include the following:

1. Written copy of the charges against the student;
2. The offer of a hearing at which the student may call witnesses and present evidence in the student's own behalf;
3. The right to cross-examine witnesses;
4. The right to defend the student's actions;
5. Legal counsel at the student's expense to assist the student in presenting a defense; and
6. A written copy of the Opp City Board of Education's findings or action.

Provisions for the expulsion of exceptional education students shall be described and set forth in the Code of Student Conduct; however, the dismissal of an exceptional education student shall not result in a complete cessation of educational services. The Opp City School System is responsible for providing the dismissed student's education during the expulsion in accordance with a Revised individual education plan (IEP).

References: *Code of Alabama 16-11-9, 16-12-3, 16-28a-3*

Adopted: *January 19, 2017*

CHAPTER 5.0 – STUDENTS

Revised:

CHAPTER 5.0 – STUDENTS

5.35 STUDENT GRIEVANCES

Whenever a Opp City School System student believes that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, students can resort to the more formal procedures as provided herein.

I. Definitions

- A. *Complaint* shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. *Complaint* shall not apply to any matter in which the method of review is prescribed by law. *Complaints* are objections to a specific act or condition.
- B. *Complainant* shall mean any student or group of students, directly affected by the alleged misinterpretation or violation, filing a complaint.
- C. *Faculty/Staff and Administration* shall mean the employees of the Opp City Board of Education or representatives under the direct supervision of an employee of the school board.
- D. *Day* shall mean a school/academic day.
- E. *Time Limits* – The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.
- F. *Released Time* – The complaint procedure will normally be carried out during non-instructional time. If, however, the Board elects to carry out provisions during instructional time, the complainant shall not lose academic credit.

II. Complaint Procedure

- A. *Informal Discussion* – If a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her principal or the designee of the principal, (except in cases of discrimination or harassment involving the principal or the designee), in which case the complainant shall report to the Equity Coordinator or

CHAPTER 5.0 – STUDENTS

other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.

- B. Level One – If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her principal or designee. The principal or designee shall communicate his/her answer in writing to the complainant within ten (10) days of receiving the written complaint. Class complaints involving more than one (1) principal or designee and complaints involving an administrator above the building level may be filed by the complainant at level two.
 - C. Level Two – If the complainant is not satisfied with the resolution at level one he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within ten (10) days.
 - D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Opp City Board of Education, provided request for placement on Board agenda is filed within ten (10) days.
- III. Confidentiality will be provided to the extent possible to any student or affected party who alleges discrimination or harassment.

Reference(s): *Code of Alabama 16-1-30, 16-12-3(C)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.36 STUDENT CHECK-OUT

No student shall be permitted to leave the Opp City school grounds during the school day for school business/activities without the principal's/designee's prior approval or consent from the student's parent(s)/legal guardian provided an acceptable reason is established.

The principal or the designee shall establish definitely the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent/guardian having custody of the child, the principal or designee concerned shall not release the child without the verified authorization of the parent/guardian who has custody of the child.

References: Code of Alabama 16-11-9

Adopted: January 19, 2017

Revised:

CHAPTER 5.0 – STUDENTS

5.40 STUDENT ATTENDANCE

It is the belief of the Opp City School System that there is a direct relationship between attendance and the performance of students in the school system. 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. Students who have good attendance generally achieve higher grades, enjoy school more, and continue to successfully complete high school.

Alabama State law requires that every child between the ages of six (6) and seventeen (17) years be in attendance at school. It shall be the policy of the Opp City Schools to enforce this law. (See also Policy 5.10 Enrollment/Admission, and Policy 5.41 Compulsory School Attendance Age.)

Excused/Unexcused Absences

If any child fails to attend school without a legal excuse, that child and the person having custody of that child, shall be referred to the juvenile court. Absences are excused for the following reasons:

1. Illness
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
4. Legal quarantine
5. Emergency conditions as determined by the principal and/or Superintendent
6. Prior permission of the principal with the consent of the parent or legal guardian.

Schoolwork missed due to excused absences may be made up and a grade shall be awarded. Excessive zeroes shall result in failure of a subject or grade.

Any Opp City Student whose parents are employed by the military may be granted up to five (5) days of excused absence if either parent is experiencing a deployment of active duty. The conditions under which these absences may be excused are: (1) the absence is pre-approved; (2) the student is in good standing; (3) the student has had a prior record of good attendance; (4) missed work is completed and returned in a timely fashion; and, (5) the absence is not during standardized testing dates.

CHAPTER 5.0 – STUDENTS

References: *Code of Alabama 16-11-9, 16-28A-1, -2, -3, and -5, Alabama Administrative Code §290-1-4-.01*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.41 COMPULSORY SCHOOL ATTENDANCE AGE

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

References: Code of Alabama 16-28-3, 16-28-4, 16-28-12, 16-28-2.2

Adopted: January 19, 2017

Revised:

CHAPTER 5.0 – STUDENTS

5.42 REVOCATION OF DRIVER'S LICENSE OR LEARNER'S PERMIT

In order to qualify for and maintain an Alabama Driver's License or Learner's Permit, a student between the ages of seventeen (17) and nineteen (19) must be either enrolled in a public school, enrolled in a GED program, enrolled in a job-training program approved by the State Superintendent of Education, or exempted for circumstances beyond the control of the student as defined by the State Department of Education guidelines.

The Opp City Board of Education will verify the enrollment status of a student upon request.

The Opp City Board of Education will notify the Department of Public Safety when a student has more than ten (10) consecutive or fifteen (15) cumulative days of unexcused absences during a single term.

A student may appeal the Board's determination of his enrollment status by providing written notification to the appropriate school principal of the intent to appeal. The notice must state the reasons for the appeal and be filed within fifteen (15) days of the Board's issuance of enrollment status. Except as stated herein, the Board will treat the appeal procedurally the same as the process for long-term suspension or expulsion of a student.

Reference(s): Code of Alabama 16-28-40 To -45, Alabama Legislative Acts 93-368 and 94-820

Adopted: January 19, 2017

Revised:

CHAPTER 5.0 – STUDENTS

5.43 TRUANCY

The Board shall not tolerate truancy or the habitual and unlawful absence from school. The parent or legal guardian is responsible for requiring any student under his control or charge and under seventeen (17) years of age to attend school regularly except for legal absences as defined by Alabama School law and State Board of Education rules and regulations. If a student under seventeen (17) years of age becomes a truant, the parent or legal guardian of said student may be guilty of a misdemeanor before a court of competent jurisdiction and subject to punishment by law.

If the parent or guardian files a written statement in court to the effect that he is unable to control such student, the student may then be subject to action of the juvenile court which will determine whether said student is a dependent, neglected, or delinquent child.

Reporting Truancies

School principals and other Opp City Schools designated personnel shall investigate, record, and report truancies. Procedures for handling truancies shall be administered uniformly throughout the School system according to the early warning truancy prevention program. Consequences (legal and disciplinary) of truancy shall be governed by applicable juvenile court requirements, the laws of Alabama, and the policies of the school system.

The School System shall publish information to inform students, parents, and the community of school attendance requirements, definitions of truancy, consequences of truancy, and procedures related to excused and unexcused absences.

Reference(s): *Code of Alabama 16-28-12, 16-28-14, 16-28-15, 16-28-17, 16-28-3, 16-26-16, Alabama Legislative Act 99-705*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.60 STUDENT ILLNESS OR INJURY

The teacher, principal or nurse shall isolate a student who becomes ill while at a Opp City school until the student can be removed to his/her home. A student with a temperature above normal, diarrhea, or emesis shall be evaluated and sent home, if necessary.

No internal medicine of any kind may be given to a student without the written permission of the parent(s)/legal guardian(s).

The following procedures shall be followed when a student is injured at a Opp City school:

1. First aid shall be administered by the nearest person with first aid training, and 911 emergency will be called if the situation is threatening.
2. The school shall attempt to notify the student's parent(s)/legal guardian immediately.
3. A student shall be taken to the emergency room of a hospital when a threatening situation occurs. Discretion shall be used in moving a critically injured student without medical advice.
4. A serious injury to a student shall be reported immediately to the principal who shall make a prompt report by telephone to the Superintendent or designee.
5. An accident report shall be filed when an injury occurs, including a detailed description of the accident and a list of witnesses.

References: *Code of Alabama 16-11-9*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.62 ADMINISTRATION OF MEDICATION

- I. Each Opp City School System school principal shall designate a staff member(s) to administer medications. The staff member(s) shall be trained annually by the registered nurse.
- II. Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. Administration of non-prescription medication during school hours is discouraged unless necessary for a student's illness.
- III. Instructions on using a prescription shall be provided by a physician or described on the medication container provided by the physician or pharmacist. Written instructions on using non-prescription medication shall be provided by the student's parent(s)/legal guardian.
- IV. All prescription medications shall be delivered to the office/clinic where it will be counted and recorded by two (2) employees. For prescription medications administered at school, the following information shall be provided:
 - A. Diagnosis;
 - B. Reason for giving medication;
 - C. Name and purpose of medication;
 - D. Time the medication is to be given;
 - E. Specific instructions on the administration of the medication;
 - F. Approximate duration of medication;
 - G. Beginning date – Ending date;
 - H. Allergies;
 - I. Side effects;
 - J. A note signed by the student's parent(s)/legal guardian to grant permission for administering the prescription medication;
- V. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.

CHAPTER 5.0 – STUDENTS

- VI. Prescription medication that is kept at school shall be stored in a secure place under lock and key with the student's name attached. Only authorized Opp City School System staff who administer said medication shall have access to it.
- VII. A record shall be maintained on each student who receives a prescription medication during school hours, including the time each dose of prescription medication was administered.

Reference(s): Code of Alabama 16-11-9, Alabama Board of Nursing regulations

Adopted: January 19, 2017

Revised:

CHAPTER 5.0 – STUDENTS

5.64 EYE PROTECTION DEVICES

The Opp City Board of Education shall provide protective devices for Board employees, students, and visitors during activities that require eye protection.

The student shall be required to wear the eye protection device as directed by the teacher when engaged in activities where eye protection is needed. The student's failure or refusal to wear the device shall be cause for his/her suspension or dismissal from the course.

Any Opp City School System teacher who fails to carry out the provisions of this policy shall be charged with willful neglect of duty and shall be reported to the Superintendent or designee for such action as deemed appropriate.

References: *Code of Alabama 16-1-7, 16-11-9, Alabama Administrative Code §290-3-1-.02(A)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.68 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

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

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

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

Initial training in first aid/CPR/AED use will be conducted through the American Red Cross or American Heart Association. Designated staff members will renew CPR/AED training annually and first aid training every three (3) years. The lead school nurse will keep training records.

Reference(s): *Code of Alabama 16-11-12, Legislative Act 2009-754*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.70 STUDENT RECORDS

Opp City Board of Education rules and procedures for maintaining student records shall be consistent with Alabama statutes, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community. Data shall be protected from unauthorized use at all times.

Reference(s): *Code of Alabama 16-11-9, Family Educational Rights and Privacy Act of 1974*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.71 DIRECTORY INFORMATION

Students' parent(s)/legal guardian(s) shall be notified annually that the Opp City Board of Education may release "directory information" to the general public.

- I. Directory information may include the following data about a student:
 - A. Name;
 - B. Address;
 - C. Telephone number, if listed;
 - D. Participation in officially recognized activities and sports;
 - E. Weight and height, if an athletic team member;
 - F. Name of the most recent school or program attended;
 - G. Dates of attendance at schools in the system and degrees and awards received.
- II. Information described in subsections I. A, D, E, F, and G above may be published routinely by the Opp City Board of Education in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.
- III. Directory information shall not be published when the student's parent(s)/legal guardian submits written notification to the principal prior to September 1, or within ten (10) school days after the student enrolls. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information.

Reference(s): Code of Alabama 16-11-9, Family Educational Rights and Privacy Act of 1974, Section 99.37

Adopted: January 19, 2017

Revised:

CHAPTER 5.0 – STUDENTS

5.74 ANAPHYLAXIS PREPAREDNESS PROGRAM

Anaphylaxis is a severe allergic reaction that is rapid in onset and may cause death. Allergic reactions to foods have become the most common cause of anaphylaxis in community health settings. Severe and potentially life-threatening reactions can occur in schools when children with no previous diagnosis of food allergies when they are exposed to allergens at school and have an initial anaphylactic event.

POLICY: It is the policy of OPP CITY SCHOOLS that an Anaphylaxis Preparedness Program is implemented as part of the school health services.

The program shall incorporate three levels of preparedness:

Level 1 – Primary prevention: Education programs that address food allergies and anaphylaxis through both classroom and individual instruction for staff and students.

Level 2 – Secondary prevention: Identification and management of chronic illness which could

Lead to anaphylaxis. Parents are to complete a Health Assessment Record and provide up-to-date medical information yearly. Any allergy and triggers should be documented and signed by a licensed medical prescriber.

Level 3 – Tertiary prevention: The development of a planned response to anaphylaxis-related emergency in the school setting. Opp City Schools **WILL NOT** stock Epi-pens. Trained employees may administer Epi-Pens only to those students that have provided a prescribed Epi-Pen to the school along with a signed PPA form from the licensed medical provider.

CHAPTER 5.0 – STUDENTS

IN THE EVENT OF AN ANAPHYLAXIS-RELATED EMERGENCY – CALL 911 AND PROVIDE EMERGENT CARE UNTIL HELP ARRIVES.

References:

Alabama State Law Act #2014-405, HB156

Adopted: January 19, 2017

Revised:

CHAPTER 5.0 – STUDENTS

5.80 EXTRACURRICULAR ACTIVITIES

All extracurricular activities within a Opp City School System school shall be teacher and school-sponsored. All students shall have the opportunity to participate in worthwhile extracurricular activities provided they are eligible to participate.

1. Academic eligibility requirements shall be as listed in the Alabama Administrative Code §290-3-1-.02(17).
2. An extracurricular activity shall be defined as all activities recognized and sanctioned by the Alabama High School Athletic Association and other extracurricular activities that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s). Activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pre-game, game, half time, 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.
3. Extracurricular activities shall be self-supporting when possible. Students shall not be excluded from participating in activities for lack of money for dues, materials, or uniforms. However, this does not apply to charging admission for students who are participants or spectators of extracurricular activities.
4. Appropriate adult supervision consistent with Alabama statutes and Opp City Board of Education policies shall be provided for all students.
5. Students may be suspended from extracurricular activities, which include, but are not limited to school sponsored athletic events as either a participant or spectator, cheerleading, band, dances, prom, field trips, graduation exercises, based on procedures established by the Superintendent. If a student is charged with an on- or off-campus Class A misdemeanor which involves drugs, violence, any type of weapon, physical harm to a person or threatened physical harm to a person, or any class of felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities may be suspended for the balance of the school year. A report of an alleged violation of this standard of conduct shall be submitted to the principal or designee for investigation. If the principal or designee determines that a violation has occurred, the student and his parent(s)/legal guardian shall be notified in writing of the suspension from school-sponsored extracurricular activities.

CHAPTER 5.0 – STUDENTS

Reference(s): *Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-3-1-.02(17)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.81 ATHLETICS

All Opp City School System schools, grades 7-12, shall be members of the Alabama High School Athletic Association (AHSAA) and shall be governed by the rules and regulations adopted by AHSAA. Students who participate in athletics shall meet eligibility requirements established by AHSAA, the Opp City Board of Education and the Alabama Administrative Code. Membership dues will be paid from the internal accounts of each respective school.

Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a signed statement from the student's parent(s)/legal guardian, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s)/legal guardian through the school or the parent(s)/legal guardian may submit evidence that insurance has been provided through another source.

No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s)/legal guardian and a current physical examination as required by the Alabama High School Athletic Association being on file.

Pursuant to Alabama statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.

All athletic programs of the Opp City Schools shall abide by AHSAA rules and legislative acts regarding athletes who sustain concussions, including annually providing information to parents and students regarding concussions, training coaches annually, and holding students suspected of having a concussion out of competition.

All students shall be subject to all Opp City Board of Education rules and to the Code of Student Conduct while attending athletic events and practices.

Conduct of student athletes and coaches during all athletic events shall be governed by the AHSAA rules and regulations and shall reflect good sportsmanship and respectful conduct toward officials,

CHAPTER 5.0 – STUDENTS

opponents, teammates, and visitors. Any Opp City School System student athlete or coach ejected from a game or sporting event due to violation of AHSAA rules shall pay any assessed fine and shall be suspended from participation until such fine is paid.

Reference(s): *Code of Alabama 16-11-9, 16-11-15, Alabama High School Athletic Association Guidelines*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.82 NON-FACULTY COACHES

All non-faculty coaches shall work under the direct supervision of a certified Opp City Board of Education employee. The conduct of each non-faculty coach is the responsibility of the school principal and the athletic director. Any violation of Alabama High School Athletic Association (AHSAA) guidelines by a non-faculty coach is subject to disciplinary action by the Board of Education.

All non-faculty coaches must complete the course or courses required by the Alabama High School Athletic Association (AHSAA). All non-faculty coaches must be fingerprinted and must undergo a background check at their own expense prior to participation in coaching. In addition, all non-faculty coaches must be recommended by the principal to the Superintendent and must be approved by the Board of Education prior to beginning coaching duties.

Only individuals who have fulfilled the requirements stated above and who have signed a release stating that the Opp City Board of Education is not responsible for any injury or problem that may result from his/her work as a non-faculty coach may serve as a non-faculty coach in Opp City schools.

Reference(s): Code of Alabama 16-11-9

Adopted: January 19, 2017

Revised:

CHAPTER 5.0 – STUDENTS

5.83 STUDENT DRUG TESTING PROGRAM

Competitive Extracurricular Activities: It is the objective of the Opp City Board of Education to assure that all students who wish to participate in competitive extracurricular activities be given the opportunity to do so in a safe, drug-free environment and that all students participating in competitive extracurricular activities, while under the supervision of the school system, be completely free from the effects of alcohol and/or the presence of illegal or controlled substances. In an effort to meet this objective, the Board reserves the right to require any student desiring to participate in competitive extracurricular activities event, practice, competition, or at any other time while under the supervision of the school system, to conduct a random unannounced drug screening.

The Board has the right to conduct random unannounced drug screenings of students participating in competitive extracurricular activities, as well as the right to conduct specific drug screening of students whenever an administrator, a coach, assistant coach, teacher, sponsor, band director, observes circumstances that provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances that violate the school substance abuse policies.

The Superintendent shall prepare procedures for implementing this policy consistent with local, state, and federal laws.

Reference(s): *Code of Alabama 16-11-9*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.90 ACCEPTABLE USE OF COMPUTER TECHNOLOGY AND RELATED RESOURCES

To facilitate achieving a quality education for its students, it is the policy of the Opp City Board of Education to provide all students and employees with opportunities to access a variety of technological resources. A large and varied technological environment requires that technology use by employees and students be legal, ethical, and safe. Technology use must be consistent with the educational vision, mission, and goals of the School System.

- I. **Copyright Law:** It is the obligation and intent of the Board to comply with the copyright laws of the United States. Opp City School system employees and students shall use technology resources in accordance with Board policies and procedures, as well as local, state, and federal laws and guidelines governing the use of technology and its component parts.
- II. **Electronic Mail:** The Board provides access to electronic mail for employees whose normal work activity requires access. That access is intended to support only educational, instructional, extracurricular, or normal administrative activity. Board policies and procedures shall apply to the use of electronic mail. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via electronic mail. The Board will use a filtering device to screen e-mail for spam and inappropriate content. Contents of electronic mail cannot be considered private. All contents of electronic mail are the property of the Board.
- III. **The Internet:** The intent of the Opp City Board of Education is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use only information that is appropriate, beneficial, and/or required for his/her various curricular or extracurricular activities or staff duties. Teachers will screen resources that will be used in the classroom for content prior to their introduction. Board policies and procedures shall apply to the use of the Internet.
 - A. Internet access is provided to allow students, faculty, and staff to conduct research. Users will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner. Students must provide written permission from legal custodial parents, a signed copy of permission to use Internet resources for each student in the household. Students will not be allowed to conduct independent research on the Internet until receipt of the signed form.

CHAPTER 5.0 – STUDENTS

- B. The Board provides technology protection measures that include blocking or filtering Internet access to visual depictions and text that are obscene, pornographic, or harmful to minors. These measures cannot be considered 100% effective. Teachers must preview required web sites and observe students using the Internet. Sites that are deemed inappropriate or a disruption of the learning atmosphere should be reported to the Director of Technology. Teachers may also request that sites be opened for periods of research.
 - C. Network users are prohibited from accessing external networks or alternate Internet service providers within the Opp City School's internal network unless expressly authorized by the Superintendent or Superintendent's designee and properly protected by a firewall, other appropriate security device(s), and appropriate filtering software.
 - D. All school rules and guidelines for appropriate technology use shall apply to use of the Internet. Because communications on the Internet are often public in nature, all users must engage in appropriate and responsible communications with particular regard to avoiding disruption of the educational environment.
 - E. Student posting of personal information of any kind about themselves or others is prohibited. Personal information includes home and/or school addresses, work addresses, home and/or school phone numbers, names, social security numbers, pictures, etc. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- IV. **System, school, and school-sponsored activity web sites:** Because any school system web sites can be globally available and represent the community at large, the designated school system webmaster will review all web sites and/or new features and links before adding them to the system web server. Review includes coordination with and approval of the school principal and Superintendent. Only the designated school system webmaster may place web sites, features, or links on the web server. The webmaster may reject all or part of proposed home pages and/or new features and links for technical reasons.
- A. The legal and ethical practices and responsibilities of appropriate use of technology resources shall be taught to all students and employees in the system (i.e. during lab orientation, network orientation, faculty meetings, etc.).
 - B. Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the Principal and/or Technology Coordinator.
 - C. All Board technology resources, regardless of purchase date, location, or fund sources (including donations), are subject to this policy.

CHAPTER 5.0 – STUDENTS

- D. Students who misuse the school system's technology will be subject to denial of computer usage, monetary charges, detention, suspension, and/or expulsion.
 - E. Employees who misuse the school system's technology may be subject to denial of computer usage, monetary charges, reprimands, and/or loss of employment.
 - F. Violation of civil and/or criminal law relating to technology and its use will result in the notification of law enforcement officials.
- V. **Student-Owned Devices (BYOD):** In an effort to expand our students' 21st Century learning opportunities, Opp City Schools is implementing an initiative that allows students to bring their own digital devices on campus for educational purposes. It is imperative that these devices be used appropriately. Rules governing the use of student-owned digital devices in our schools include the following:
- A. **Devices Allowed:** Student-owned laptops, netbooks, tablets, e-Readers with Internet capabilities, Smartphones (iPhone, Android devices, Blackberry, etc.), and cell phones (See Policy 8.63 and Policy 4.61 regarding cell phones.)
 - B. **Student Responsibilities:** Students will abide by all school/system rules and policies, including the AUP, Internet Safety Policy, and Student Code of Conduct. Use of the device will only be allowed when permissible according to the teacher. Devices can only be used in the classroom with teacher permission, not in the lunchroom, hallways, restrooms or other common areas. Devices should never be used to cheat on tests or on assignments. Students are not permitted to transmit or post any photographic images or videos of any person on campus on any public and/or social networking sites. Students will only be allowed access to websites and resources that are relevant to the curriculum and content in the classroom. Students must understand that infecting the network with any virus designed to damage, alter, destroy or limit the network's effectiveness is a violation of the *Acceptable Use Policy* and will result in disciplinary actions. The school/system has the right to confiscate and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
 - C. **Network Access:** Students will only use the school's wireless guest network. This network is controlled by the system's Technology Department and is filtered according to CIPA guidelines. At no time will the guest network settings be altered for device specific needs. Our guest network, while reliable and stable, will, at times, experience outages. No guarantee will be made that it will always be available. Additionally, signal strength could vary depending on the number of devices connected and the proximity to an access point. There will be no access to electrical outlets for charging purposes. Students must bring devices that are fully charged to school. Our school system will not

CHAPTER 5.0 – STUDENTS

be responsible for any loss of data resulting from connecting to the network. We provide no troubleshooting assistance or repair for student owned devices. Teachers are not responsible for student connectivity or for helping students who experience trouble connecting to the guest network.

- D. **Theft/Damage of Devices:** The schools/system will not be responsible for lost or stolen devices. Physical damage or loss of data is not the responsibility of the school or the school system. As with any items on school campuses, school officials may inspect any personal device when there is reasonable suspicion that contents are a violation of policies, or of any local, state, or federal laws.

Reference(s): *Code of Alabama 16-11-9, Child Internet Protection Act*

Adopted: *January 19, 2017*

Revised:

CHAPTER 5.0 – STUDENTS

5.91 INFORMATION MANAGEMENT SYSTEM AND STUDENT DATA

The Opp City School System shall develop and maintain an integrated information system for educational management. The Superintendent or designee shall ensure compatibility exists with the state information systems. Procedures and guidelines shall be developed to ensure that adequate management information support needs are met.

The Opp City School System adheres to all aspects of the *Family Educational Rights and Privacy Act (FERPA)* as it implements programs and procedures for collecting, managing, storing, transmitting, using, securing, reporting, and destroying data and student information. Appropriate use of data is essential to accelerating student achievement, planning, and school system program effectiveness.

School system data collection, management, and reporting is implemented according to Alabama State Department of Education guidelines and in a manner designed to preserve and protect individual and collective privacy rights and to ensure confidentiality and security of collected data. Local school and system student data is transmitted daily to the Alabama State Department of Education data management system from which state and federal reporting is completed. Each student is assigned a unique student identifier upon enrollment into the student management system to ensure compliance with the privacy rights of each student and his or her parents/guardians. No personally identifiable individual student data is shared in either state or federally required reporting.

Data collected by the school system is maintained within a secure infrastructure. Access to data is limited to pre-identified staff whose job responsibilities include required data collection, analysis, reporting, and management. Training in data security and student privacy laws is provided to these individuals on a regular basis to ensure compliance with school system policies and state and federal privacy laws.

The school systems Data Governance Procedures & Regulations may be viewed at www.oppcityschools.com.

Reference(s): *Code of Alabama 16-11-9, Family Educational Rights and Privacy Act of 1974*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.10 EQUAL OPPORTUNITY FOR EMPLOYMENT

The Opp City Board of Education recognizes that an effective educational program depends on the quality of the personnel employed in the system. Therefore, every effort shall be made to employ the most qualified personnel available. Applicants for position will be selected on the basis of their qualifications, merit, and ability. No person shall be denied employment, re-employment, advancement, or evaluations, nor shall be subjected to discrimination on the basis of sex, age, marital status, race, religion, national origin, ethnic group or disability.

All personnel shall be appointed or re-appointed as prescribed by federal law, Alabama law, and in conformance with applicable State Board of Education and Opp City Board of Education rules.

The Superintendent is directed to develop appropriate employment procedures governing the recruitment, screening, selection, appointment, and employment of all Opp City School System personnel. Employment qualifications and other criteria will be listed in job descriptions for each position within the school system.

Reference(s): *Code of Alabama 16-8-23, 16-9-23, 16-9-24; Civil Rights Act of 1964 and Amendments; Section 504 of The Rehabilitation Act of 1973, Americans with Disabilities Act of 1993, Title IX of Education Amendments of 1971*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.11 EMPLOYMENT STATUS and TIME SCHEDULES

Employment in the Opp City School shall be in one of the following categories:

- **Full Time** - A regular full time certified employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the Opp City Board of Education for that position or job. A full time support employee includes adult bus drivers and those employees working twenty (20) or more hours per week.
- **Part-time** - A part-time certified employee is a person who is employed to render less than the number of hours each day as established by the Opp City Board of Education for a regular full time employee. A part-time support employee is a person employed less than twenty (20) hours per week.
- **Temporary** - A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may be a part-time or a full-time employee.

Time Schedules for Certified Personnel

Time schedules for certified personnel may be designated by the Superintendent and/or the immediate supervisor. All administrative and supervisory personnel shall normally observe an eight (8) hour workday, unless otherwise assigned by the Superintendent. Local school administrators shall be on duty no less than thirty (30) minutes prior to the time fixed for school to open and thirty (30) minutes after the close of school. Certified teaching personnel are generally required to be on duty before the time set for the opening of their respective school and after the close of the school day, Monday through Friday, and the necessary time to transact faculty meetings, school business, and the safe, orderly dismissal of students, etc.

Time Schedules for Non-Certified Personnel

The Superintendent or immediate supervisor may designate time schedules for non-certified personnel. In all cases, the Superintendent and/or supervisor in charge shall have the right to establish time schedules to encompass the employee's workday. Work schedules for non-certified personnel shall be in compliance with the Fair Labor Standards Act.

References: *Code of Alabama 16-11-9, 36-25-1, 36-26-100; Fair Labor Standards Act*

CHAPTER 6.0—HUMAN RESOURCES

Adopted: January 19, 2017

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.11.1 EXTRA DUTIES AND STAFF MEETINGS

Extra work-related duties associated with the school's curriculum may be assigned to and/or requested of certified personnel employed by the Opp City School System. When extra duties related to the curriculum are assigned to said personnel, the following provisions shall apply:

1. Extra duties shall not be assigned during regular school hours that require certified teaching personnel to be removed, on a continuing basis, from teaching responsibilities.
2. The Board requires that all duties assigned be reasonable and in support of accomplishing the overall educational objectives of the Board or school.
3. Extra duties that are assigned shall be made on a fair and equitable basis, taking into consideration the nature of the activity and the teacher(s) involved.

The curriculum is defined as any activity that occurs in the name of the school (school plays, athletic contests, math team competition, social events, etc.).

An administrator and/or supervisor may call staff meetings when he/she feels such meetings are warranted. Attendance by employees may be required. Such compulsory attendance should be stated within the notice announcing the meeting. Meetings requiring employee attendance should be planned and announced as far in advance as possible in order to allow employees to appropriately plan their individual schedules.

Reference(s): *Code of Alabama 16-8-8, 16-11-9*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.11.2 DUAL EMPLOYMENT

When an employee is hired to perform the functions of two or more distinct positions within the school's daily operations (e.g., teacher and athletic coach), and when maintenance of that dual employment is deemed essential by school authorities to meeting the budgetary and staffing needs of the school, the employee's unwillingness, inability, or failure to faithfully discharge the duties of one of the positions may constitute grounds or cause for removing the employee from both positions in accordance with provisions of applicable law.

Adopted: June 22, 2021

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.12 POSTING VACANT POSITIONS AND RECRUITMENT

The Opp City Board of Education shall post a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at each school campus and worksite at least fourteen (14) calendar days before the position is to be filled. The notice shall include, but not necessarily be limited to, all of the following:

1. Job description and title
2. Required qualifications
3. A statement of reference to the approved salary schedule.
4. Information on where to submit an application
5. Information on any deadlines for applying
6. Other relevant information

In accordance with Attorney General Opinion 2002-069, November 21, 2001 the following are exceptions to posting vacancies:

1. There is no vacancy when two (2) teachers trade positions; and
2. Where a lateral transfer occurs and the positions are neither newly created nor supervisory or managerial in nature, and there has been no increase or decrease in salary.

If a personnel vacancy occurs during the time when schools are in session, the vacancy notice shall be posted not less than seven (7) calendar days before the position is to be filled. All vacancies involving jobs that are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen (14) calendar days. If the vacancy is to be filled on a temporary emergency basis through an involuntary transfer within fifteen (15) days before or after the first day of school (AL Code § 16-24B-7), the notice must be posted at least five (5) working days.

Nothing in this policy shall prohibit the immediate employment or transfer of Opp City School System personnel needed to ensure the welfare and safety of students, personnel or others and teachers on a temporary emergency basis as provided by law.

It shall be the duty of the Superintendent to ensure that all certified and non-certified employees satisfactorily meet all requirements of State Law and State Board of Education rules and regulations.

CHAPTER 6.0—HUMAN RESOURCES

The Superintendent shall establish and maintain a plan for actively recruiting promising personnel for employment by the Opp City School System. The recruitment program may include, but shall not be limited to, the following:

1. Interview prospective employees prior to graduation at area colleges;
2. Advertise and/or disseminate information about job vacancies; and,
3. Review files obtained by college placement bureaus and the Alabama State Department of Education.

Reference(s): *Code of Alabama 16-11-9, 16-9-23, 16-9-24, 16-23-6, 16-24b-7: Alabama Legislative Act 98-147*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.13 JOB DESCRIPTIONS

The Opp City Board of Education must approve a job description prior to the establishment of any new position. Each job description shall contain the minimal qualifications, required skills, essential performance responsibilities, physical requirements of the position and other information as deemed necessary.

The Superintendent shall maintain comprehensive, up-to-date job descriptions for all Opp City School System positions. It shall also be the responsibility of the Superintendent or his/her designee to familiarize the personnel with their duties and responsibilities as defined by the job description.

Reference(s): *Code of Alabama 16-11-9, 16-9-23, 16-9-24*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.14 CONFLICTS OF INTEREST

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

The Opp City Board of Education prohibits any employee of the school system from directly or indirectly reaping personal profit or reward from the sale or purchase of goods or services to students in the School System or to parents of students.

Opp City School System employees acting as individuals are further prohibited from directly or indirectly furnishing or supplying a list or roster of names and addresses of students in the School System or parents of students to persons, firms, or anyone without the written approval of the Superintendent.

Reference(s): *Code of Alabama 16-9-13, 16-12-15, 36-25-1, 36-25-2, 36-25-5, 36-25-8*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.14.1 GIFTS

Staff members may, at their discretion, present gifts to groups of students on special occasions.

Opp City School System staff members must exercise good taste and sound professional judgment when giving gifts to students. Gifts provided by staff members to students must not be elaborate or expensive.

Opp City School System staff members shall not solicit or accept a gift, including money, from any source, when such a gift could be construed to be associated with the performance of school-related duties or activities, or a result of or a precondition to business transactions between the parties.

Gifts of a nominal value (no more than \$25 per occasion and no more than \$50 per year from a single provider) are excluded from this provision. All gifts must comply with the current Alabama Ethics Law.

Reference(s): *Code of Alabama 16-11-9, 36-25-1*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.14.2 USE OF SYSTEM-OWNED EQUIPMENT AND MATERIALS

All equipment and materials owned by or purchased in the name of the Opp City School System shall be used exclusively for educational purposes as defined by the Board. Employees are authorized to use such equipment and materials while performing assigned job-related duties at their respective work sites/classrooms during regular work hours.

Use of Equipment Away from School Work Sites/Classrooms: The use of school system-owned equipment away from work sites/classrooms shall be limited to items that are directly related to completing instructional/teaching-oriented work assignments.

Fixed Asset Equipment and Certain Electronic Equipment: Under no circumstances shall school system employees authorized to take equipment shown on the fixed asset inventory list or electronic equipment with a per unit cost of \$50.00 or more away from their work sites/classrooms without the prior written approval of their immediate supervisor/principal. Use of system-owned equipment and electronic devices may not be for personal gain and must comply with acceptable use agreements.

Non-Fixed Asset Equipment and Certain Electronic Equipment: Employees may be authorized to take School System equipment not shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50 or less away from their classrooms/work sites to complete school related tasks with the verbal approval of the principal. Use of system-owned equipment and electronic devices may not be for personal gain and must comply with acceptable use agreements. All computers and/or digital devices owned by the school system are subject to the rules and guidelines of the Internet Acceptable Use Agreement.

Reference(s): *Code of Alabama 16-11-9, 36-25-5*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.14.3 TUTORING FOR PAY BY CERTIFIED PERSONNEL

Opp City School System certified personnel shall not receive pay or its equivalent for out-of-school tutoring of students currently enrolled in their classes when the out-of-school tutoring is in subject areas taught to students during the regular school day. However, certified personnel may engage in out-of-school tutoring of students in their classes when such tutoring is sponsored, organized, and paid for by the school system or other accredited educational institutions. Tutoring for any form of remuneration shall not be done during the regular school hours.

Employees shall not under any circumstances use school system consumable materials or supplies for private tutoring for personal gain. School or system-sponsored tutoring programs, grant-funded or non-profit or community organization student assistance or tutorial programs using school facilities or resources must have the approval of the school principal and/or Superintendent and must comply with system facilities use guidelines.

Reference(s): Code of Alabama 36-25-5

Adopted: January 19, 2017

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.15 NEPOTISM

A Opp City School System employee may not be recommended for employment or be supervised by a close relative. Two or more close relatives may not work in the same administrative unit except by special permission of the Superintendent. Close relatives are defined as mother, father, son, daughter, brother, sister and spouse and in-laws of the same.

Reference(s): Code of Alabama 16-18-11,16-12-15, 41-1-5

Adopted: January 19, 2017

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.16 EMPLOYMENT REQUIREMENTS

Any person desiring employment in the school system shall file a completed application on the form provided by the Superintendent.

Applicants for employment must meet the stated minimum qualifications in the job description and

- Must be of good moral character;
- Must be at least twenty-one (21) years of age unless otherwise approved by the Superintendent.

All potential employees of the school system shall verify their identity and employment status to the Superintendent. The Superintendent shall maintain a file on all of the school system's employees hired after November 6, 1986, proving that each employee has verified his or her identity, employment status, U.S. citizenship, or legal alien status to the Superintendent's satisfaction. Evidence to be used to verify identity, employment status, U.S. citizenship, or legal alien status should include at least two of the following documents, one of which contains a current photo of the employee: U.S. birth certificate, social security card, and a current driver's license; a state or military identification card; or one of the following: U.S. passport, certificate of U.S. citizenship, certificate of naturalization, unexpired foreign passport, or resident alien card.

Criminal background checks by means of fingerprinting or other legal procedure for prospective and current employees who have unsupervised access to students shall be conducted consistent with requirements of law.

Certificate Requirements

Each applicant for an instructional or a certified administrative position shall hold an Alabama Teacher's Certificate and all career/technical personnel shall meet the State Department of Education requirements and have the proper license to perform services.

- A. To be considered for a position, an applicant shall be properly qualified for that position in accordance with state law, regulations of the State Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the contract of employment.
- B. Any person not holding a valid Teacher's Certificate at the time of employment (with the exception of allowable Adjunct Instructors) shall be required, upon initial

CHAPTER 6.0—HUMAN RESOURCES

employment shall make application to the State Department of Education for such a certificate, through the personnel office of the Opp City School System. When such certificate is received, it must be filed with the office of the Superintendent. If the State Department of Education declines to issue a certificate, the person's employment shall be terminated. Failure to file for such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.

C. It is the responsibility of all professional personnel to keep certification up to date.

The Opp City School System shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity to ensure equal employment opportunity. Neither the school system nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

Reference(s): *Code of Alabama 16-22a-5 and -6; 12-23-1; Beason-Hammond Alabama Taxpayer and Citizen Protection Act of 2011*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.18 PERSONNEL ORIENTATION

It shall be the It shall be the responsibility of the Superintendent or designee to conduct annual orientation programs for personnel regarding policies of the Board and such other topics as may be necessary for the effective operation and improvement of the Opp City School System.

Newly Appointed Employees: The Board hereby directs the administrative staff of the School System to develop and implement annual orientation and in-service programs for all newly appointed personnel in the following categories:

- Teachers
- Administrators
- Substitute teachers
- Teacher aides
- Local school volunteers
- All categories of non-certified personnel

Such orientation and in-service programs could serve to orient said personnel with the policies of the Board, rules and regulations of the Board, and other matters that will assist them in becoming better acquainted with school system procedures and operational methods and in having a better understanding of their employment responsibilities.

Such orientation and in-service programs shall be conducted prior to the opening of or during the school year. Further, local school principals are required to conduct an orientation program for all newly appointed personnel in their schools to acquaint them with schedules, extra duties, community factors, student demographics, school rules and regulations, etc.

Ongoing Orientation and In-service Opportunities: In addition, the Board encourages the administrative staff to develop orientation and in-service programs on an as needed basis for all categories of employees for the purpose of enhancing and updating skills and competencies, acquainting employees with any newly adopted programs, curricula, or procedures.

Reference(s): *Code of Alabama 16-11-9, 16-12-3, 16-12-15, 16-23-7*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.19 MEDICAL EXAMINATIONS

The Superintendent may require a physical, psychological, and/or psychiatric examination by a physician or counselor licensed in the state of Alabama when, in the Superintendent's judgment, such an examination is relevant to the teaching performance or employment status of a Opp City Board of Education employee. The Superintendent shall select the physician(s), psychologist(s), or psychiatrist(s) and the Board shall pay all costs incurred in the examination(s). The employee shall allow the report of the physician(s), psychologist(s), or psychiatrist(s) to be submitted to the Superintendent with a copy being forwarded to the employee.

Reference(s): *Code of Alabama 16-11-9, 16-22-3*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.20 SUBSTITUTES

An approved list of Opp City School System substitute teachers shall be posted on the system's intranet at all times. The principal or his/her designee shall secure all substitute teachers from this approved list.

Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate other employment materials as required:

- Be at least twenty-one (21) years of age;
- Hold a valid teachers certificate or valid substitute teacher's license.

The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted by the Opp City Board of Education.

Reference(s): *Code of Alabama 16-12-16, 16-22A-1 et. seq; Alabama Acts 95-313 and 95-314.*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.21 NON-PROBATIONARY STATUS/TENURE

Certified Personnel: Certified personnel (teachers, supervisors, non-contract principals, administrator, or others holding regular, provisional, or alternative certificates, but not emergency certificates) attain tenure (non-probationary status) after three (3) complete*, consecutive school years of full-time employment as a teacher with the Opp City School System unless the Board of Education approves and issues written notice of termination to the teacher on or before the last day of the teacher's third consecutive complete school year of employment.

Non-certified Personnel: Classified/support employees attain non-probationary status after three complete, consecutive school years of full-time employment with the Opp City School System unless the Board of Education approves and issues written notice of termination to the employee on or before the fifteenth (15th) day of June immediately following the employee's third consecutive complete school year of employment.

Employees of the Opp City Schools do not earn tenure or non-probationary status in a particular position, rank, work site or location, job assignment, title or rate of compensation. Employees may not apply service years in a classified position to service years in a professional/certified position or vice versa for purposes of attaining tenure or non-probationary status.

Superintendents, contract principals and chief school financial officers do not earn tenure or protected status as defined by Alabama Legislative Act 2011-270 (Students First Act). Persons employed as temporary, part-time, substitute, summer school, occasional, seasonal, supplemental, or in positions that are experimental, pilot, temporary, or under projects where the funding and duration are finite do not earn tenure or protected status. Time in service spent under an emergency certificate does not count toward the attainment of non-probationary status/tenure.

Reference(s): *Alabama Legislative Act 2011-270 (Students First)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.29 EMPLOYEE CONDUCT

Opp City School System personnel are employed for the express purpose of contributing in a positive way to the education of the youth of the community. The community expects school system employees to provide an environment that will foster well-rounded educational programs and a safe and supportive place for children to learn.

In order to provide such educational programs and school environments in the respective schools of the School System, all employees of the Board are expected to abide by (1) all federal and state laws, (2) all State Board of Education policies, (3) all local ordinances, (4) all local Board policies; and to adopt and follow ethical and professional codes of conduct that reflect favorably upon the School System, and (5) The Alabama Educator Code of Ethics. Failure to comply with these expectations may result in disciplinary actions.

Further, it is the belief and expectation of the Opp City Board of Education that educators have and employ ethical behavior, and, as such, demonstrate devotion to the job, the profession, the students, other employees and to the School System as a whole. Employees are expected to maintain a sense of neutrality and fairness in their endeavors as educators.

Reference(s): *Code of Alabama 16-8-10, 16-9-15*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.30 EMPLOYEE VIOLATION OF LAW

Any employee violating a local, state, and/or federal law on Opp City Board of Education property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency. The referral process will be subject to state statutes and Opp City Board of Education rules.

Opp City School System employees in violation of this policy may be subject to termination or other disciplinary action.

Reference(s): *Code of Alabama 16-1-24, 16-1-24.1, 16-11-9*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.30.1 EMPLOYEE POSSESSION OF DEADLY WEAPONS

Possession of a deadly weapon by any employee on Opp City School System property or on a school bus with the intention to do bodily harm is a Class C felony.

The Opp City Board of Education authorizes the Superintendent or designee to immediately and automatically suspend and recommend for termination or separation from service in accordance with Board policy any employee found in possession of a deadly weapon. A deadly weapon shall be defined as anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be carried by any employee on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours.

Any Opp City School System employee determined to have brought to school or have in his/her possession a firearm defined in Section 921, Title 18 of the U.S. Code, in a school building, on school grounds, or at other school-sponsored functions shall be subject to suspension, termination and/or separation from service in accordance with Board policy.

Parents/guardians and other persons are hereby notified that they are prohibited from bringing firearms or other weapons on school system property at any time.

Resource police officers and/or regular law enforcement members employed by the City or County by joint arrangement with the Opp City Board of Education or retained for services under contract exclusively by the Board are excluded from provisions of this policy.

Reference(s): Code of Alabama 16-1-24.1

Adopted: January 19, 2017

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.32 POLITICAL ACTIVITIES

Opp City Board of Education employees shall not solicit support for any political candidate or issue during regular work hours. Assemblies, school classes, materials, and/or equipment shall not be used for partisan or political purposes.

A Opp City Board of Education employee who offers himself/herself as a candidate for public office shall conduct his/her campaign so as not to interfere with his/her responsibilities. Such candidate shall adhere strictly to Alabama laws governing political activity on the part of public officials and public employees.

A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or the Opp City Board of Education, to evaluate the compatibility of the dual responsibility and the amount of time the employee will be absent. Under no circumstances will a Opp City School System employee who has been elected to public office be allowed to perform duties related to the public office while performing his/her duties for the school system.

Reference(s): *Code of Alabama 17-1-4, 17-17-4 and -5, 36-26-38, 16-8-8*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.33 PROFESSIONAL ORGANIZATIONS

Certified and non-certified personnel of the Opp City School System shall respect each other's rights to choose for themselves the professional organizations with which they affiliate. Membership in professional organizations shall be on a voluntary basis. Administrators of the School System or local schools shall not take punitive action against employees because of their membership in professional organizations or because of their failure to affiliate with said organizations.

School and/or worksite bulletin boards and designated places for the distribution or posting of professional organization materials and information shall be provided.

Reference(s): Code of Alabama 36-26-100 to 108

Adopted: January 19, 2017

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.40 COMPLAINTS AGAINST EMPLOYEES

Anyone who has a complaint about a Opp City School System employee may submit his/her complaint to the Superintendent or immediate supervisor. The complainant should identify himself/herself and submit the complaint in writing.

No action, including a letter to the employee's personnel file, shall be taken by the administrative staff or Opp City Board of Education on the basis of a complaint, unless the matter is first reported to the employee, and he/she is furnished with a written copy of the complaint.

Reference(s): Code of Alabama 16-12-3, 16-22-14, 16-4-8

Adopted: January 19, 2017

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.41 EMPLOYEE GRIEVANCES

The Opp City Board of Education is committed to the task of maintaining the highest possible level of professional relations among members of the staff of the school system and of maintaining good morale among employees. Grievances and problems that may arise from time to time should be resolved at the lowest possible level that provides equitable and satisfactory solutions. The goal is to encourage the best possible relations among employees and to enhance morale. Persons who may become concerned in grievance matters are urged to work together constructively in a sincere effort to resolve their disagreements.

Whenever a Opp City School System employee believes that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, employees can resort to the more formal procedures as provided herein.

Definitions

- I. Grievance – A *grievance* is a complaint by an employee based upon an alleged violation, misinterpretation or inequitable application of any published policy, rule or regulation of the school system. The term *grievance* should not apply to any matter in which the method of review is prescribed by law. *Grievances* are objections to a specific act or condition. Dismissals, terminations, transfers and any other procedures already established by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedures herein described.
- II. Employee – The term *employee* is considered to apply to anyone employed on a full time or part-time basis by the Opp City Board of Education, with the exception of the Superintendent.
- III. Supervisor – This term refers to that individual assigned to direct the work efforts of a person or group of persons within an organizational element and who has both the authority over and responsibility for management in respect to the functions of a defined organizational element. In a school, the principal would be the supervisor unless the job description states otherwise.
- IV. Organizational Element – The term *organizational element* is any identifiable segment of the system that is clearly under the supervision of a single individual. This would include a school, a center and any support function.
- V. Representative – The term *representative* refers to any person chosen, if desired, by the aggrieved party to serve as the liaison supervisor.

CHAPTER 6.0—HUMAN RESOURCES

- VI. Complaint – The term *complaint* shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. *Complaint* shall not apply to any matter in which the method of review is prescribed by law. *Complaints* are objections to a specific act or condition. Dismissals, termination, transfers and any other procedure already instituted by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedure herein described.
- VII. Complainant – The term *complainant* shall mean any employee or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.
- VIII. Employer – The term *employer* shall mean the Opp City Board of Education or its representatives.
- IX. Day – The term *day* shall mean a working day.
- X. Time Limits – The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.
- XI. Released Time – The complaint procedure will normally be carried out during non-work time. If, however, the Board elects to carry out provisions during work time, the complainant shall lose no pay.
- XII. **Complaint Procedure**
 - A. Informal Discussion – If an employee believes there is a basis for complaint, he/she shall discuss the complaint with his/her immediate supervisor (except in cases of discrimination or harassment involving the supervisor, in which case the complainant shall report to the Equity Coordinator or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.
 - B. Level One – If the complainant is not satisfied with the informal resolution, he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her immediate supervisor or alternate. The supervisor or alternate shall communicate his/her answer in writing to the complainant within five (5) days. Class complaints involving more than one (1) supervisor and complaints involving an administrator above the building level may be filed by the complainant at level two.

CHAPTER 6.0—HUMAN RESOURCES

- C. Level Two – If the complainant is not satisfied with the resolution at level one, he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within ten (10) days.
 - D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Opp City Board of Education, provided request for placement on Board agenda is filed within ten (10) days. The Board shall schedule a hearing within ten (1) days after receiving the notice of appeal. Written notice of the Time, date, and place of the hearing shall be provided to the complainant. After consideration of all arguments, discussions, and related documents, the Board's decision shall be presented in writing to the complainant.
- XIII. Confidentiality will be provided to the extent possible to any employee, student or affected party who alleges discrimination or harassment.
 - XIV. No reprisals shall be taken against any person or groups of persons as a result of having presented a grievance.

Reference(s): *Code of Alabama 6-8-8 to -9, 16-9-23, 16-23-1; Title VII of Civil Rights Act of 1964; Title IX of Education Amendments of 1972*

Adopted: January 19, 2017

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.50 EMPLOYEE SUSPENSION, TERMINATION, SEPARATION

The Opp City Board of Education may suspend or terminate employees who have earned tenure or non-probationary status or are principals serving under contract for the following reasons:

- A. Immorality;
- B. Incompetence;
- C. Insubordination;
- D. Neglect of duty;
- E. Failure to perform duties in a satisfactory manner;
- F. Justifiable decrease in the number of positions (for contract principals, decrease must be due to decreased enrollment or funding); and
- G. Other good and just cause.

Contract principals also may be terminated for:

- A. Conviction of a felony or a crime involving moral turpitude;
- B. Failure to fulfill the duties and responsibilities imposed upon principals by Alabama code;
- C. Failure to maintain his/her certificate in a current status; and,
- D. Willful failure to comply with Opp City Board of Education policy.

An employee may be suspended for cause with or without pay on recommendation of the Superintendent and approval of the Board. Suspensions of more than twenty (20) workdays may be appealed by the employee in the same manner as an appeal of termination.

The Opp City Board of Education may end its employment relationship with employees who have not earned tenure or non-probationary status by providing the appropriate notice required under state law or contract.

The Opp City Board of Education may end its employment with principals serving as non-probationary contract principals by providing a reason why their contract will not be renewed and notice as provided in state law. Probationary contract principals may not be provided a reason.

Reference(s): *Code of Alabama 16-23-3, 16-24c-4 through -6, 16-24-8, 16-24-12, 16-24-14; Alabama Legislative Act 2011-270 (Students First Act)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

CHAPTER 6.0—HUMAN RESOURCES

6.60 EMPLOYEE PERFORMANCE ASSESSMENT

The Opp City Board of Education shall evaluate and assess the performance of the Superintendent per his/her contract and State Department of Education guidelines.

The Board will use the state-approved personnel evaluation program for the evaluation of all certified personnel as required by the state.

- The Superintendent will develop a plan for implementation of the evaluation program, consistent with state guidelines, that ensures all Opp City School System personnel serving as evaluators will undergo the required state training and be certified under the program.
- Evaluation results shall be used to develop system and individual employee professional development plans.

The Superintendent shall develop or select personnel performance assessment systems for all other staff. Probationary non-certified employees shall be evaluated during their probationary period by their supervisor.

Reference(s): Code of Alabama 16-11-9, 16-9-31, 36-26-101

Adopted: January 19, 2017

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.70 NOTIFICATION OF ABSENCE

A Opp City School System employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.

The principal or other administrative/supervisory staff shall notify and submit the appropriate leave request to the Superintendent when he/she plans to be away from school for a half-day or longer. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his/her absence.

Any Opp City School System employee who is willfully absent from duty without leave may be subject to disciplinary action and forfeiture of compensation for the time of the absence.

Reference(s): Code of Alabama 16-1-30, 16-1-18.1

Adopted: January 19, 2017

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.70.1 ANNUAL LEAVE OF ABSENCE

A leave of absence is permission granted by the Opp City Board of Education or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority.

Leave may be with or without pay as provided by law, regulations of the State Board of Education, and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.

A leave shall not be granted to any Opp City School System employee to accept other employment. Accepting employment while on a leave of absence may cancel the leave. The person on leave may be notified that he/she must return to work with the Opp City Board of Education immediately, resign, or be terminated.

All requests for a leave of absence must be submitted to the Superintendent, in writing, with the additional approval and signature of the employee's direct supervisor. Requests are to be received by the Superintendent at least one (1) week prior to a monthly Board meeting. Upon recommendation of the Superintendent, the Board may grant a leave of absence. Limitations of the leave shall be specified in the action taken by the Board.

A Opp City School System employee having leave for the year or for the remaining part thereof and who plans to return to duty the next school fiscal year shall send a copy of such notice to the administrative supervisor by May 1st of that fiscal year.

A leave of absence grants the employee the right to return to the system in a similar role, but does not guarantee the reappointment to the specific job held prior to the leave. Alabama teachers' employment/tenure laws cover the specific aspects of leaves of absences and shall be followed in the Opp City School System.

A leave of absence is limited to one (1) year, but may be extended up to one (1) additional year upon recommendation of the Superintendent and approval by the Board.

CHAPTER 6.0—HUMAN RESOURCES

Reference(s): *Code of Alabama 16-1-18.1, 16-8-25, 16-24-13*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.70.2 VACATION LEAVE

Opp City School System employees on a twelve (12) month contract shall earn ten (10) days annual vacation leave per year (July 1 through June 30).

Vacation leave is accrued as of July 1 each year and cannot be carried over.

Reference(s): Code of Alabama 16-1-18.1, 16-8-8

Adopted: January 19, 2017

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.70.3 FAMILY AND MEDICAL LEAVE

In compliance with the Family and Medical Leave Act of 1993, eligible full time Opp City School System employees are entitled to take up to twelve (12) weeks unpaid leave a year for the following reasons:

- The birth of the employee's child;
- The placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, child, or parent who has a serious health condition;
- A serious health condition rendering the employee unable to perform his/her job; or
- Other request as approved by the Opp City Board of Education.

Employees are to provide at least thirty (30) calendar days' notice, if possible, of their intention to take leave. Medical certification that the leave is needed is required for the employee's own serious health condition or that of a family member. The Opp City Board of Education will continue the employee's health insurance under the same conditions as if the employee were working. Upon returning from leave, the employee will be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

Reference(s): *Code of Alabama 16-1-18.1, The Family and Medical Leave Act of 1993*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.70.3.1 MILITARY FAMILY AND MEDICAL LEAVE

I. Military Caregiver Leave

- A. An eligible employee of the Opp City Board of Education shall be granted up to a total of 26 workweeks of unpaid military family and medical leave during any 12-month period to care for a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness.
- B. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- C. An eligible employee means one employed with the school system for at least 12 months during which time the employee worked at least 1,250 hours.
- D. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating.
- E. The “single 12-month period” for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the Opp City Board of Education for other types of FMLA leave.
- F. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the “single 12-month period.” Only 12 of the 26 weeks’ total may be for an FMLA-qualifying reason other than to care for a covered service member.

II. Qualifying Exigency Leave

- A. An eligible employee shall be granted up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the Opp City Board of Education for FMLA leave for qualifying exigencies arising out of

CHAPTER 6.0—HUMAN RESOURCES

the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.

CHAPTER 6.0—HUMAN RESOURCES

B. Qualifying exigencies include:

- Issues arising from a covered military member's short notice deployment (i.e. deployment on seven or less days of notice) for a period of seven days from the date of notification;
- Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
- Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
- Making or updating financial and legal arrangements to address a covered military member's absence;
- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which rises from the active duty or call to active duty status of the covered military;
- Taking up to 5 days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member;
- Any other event that the employee and employer agree is a qualifying exigency.

III. Spouses employed by the same employer are limited to a combined total of 26

CHAPTER 6.0—HUMAN RESOURCES

workweeks in a “single 12-month period” if the leave is to care for a covered service member with a serious injury or illness and for the birth and care of a new born child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

- IV. Military FMLA leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness. FMLA leave also may be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the school system’s operation.
- V. Appropriate and verifiable documentation of the qualifying exigency, military status, and relationships of the individual(s) seeking military FMLA leave may be requested.

Reference(s): *National Defense Authorization Act 2008, Public Law 110-181 as Amended, Family and Medical Leave Act of 1993*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.70.4 ON THE JOB INJURY LEAVE

- I. Any full time employee or adult bus driver of the Opp City School System shall be entitled to on-the-job injury leave for a period not to exceed ninety (90) working days per fiscal year when he/she has to be absent from work because of a personal injury received in the discharge of his/her duties.
- II. An on-the-job injury is any accident or injury to the employee occurring during the performance of duties (or when directed or requested by the employer to be on the property of the employer), which prevents the employee from working or returning to his or her job.
- III. To be considered for on-the-job injury leave, the following conditions shall be met:
 - A. Within 24 hours after occurrence of the injury, the employee must make proper written notification of the injury to the Superintendent (or school principal or immediate supervisor, or designee, if applicable).
 - B. In the event the employee is clinically unable to report the injury, the injury may be reported by another person who is reasonably knowledgeable of the injury.
 - C. The Opp City Board of Education may require medical certification from the employee's physician that the employee was injured and cannot return to work as a result of the injury.
 - D. The Superintendent may require a second opinion from another physician at the expense of the Board.
 - E. The Board may require a statement from the physician that there is a reasonable expectation that the employee will be able to return to work.
- IV. If the Superintendent determines that the employee has been injured on the job and cannot return to work as a result of the injury, the employee's salary and benefits will continue up to ninety (90) working days consistent with the employee's injury and absence from work resulting from the injury.
- V. Sick leave days will not be deducted for the days the employee is paid for an absence approved for on-the-job injury pay.
- VI. The employee may file for reimbursement with the Alabama Board of Adjustment for un-reimbursed medical expenses and costs incurred as a result of an on-the-job injury. Reimbursement to the employee shall be determined by the Alabama Board of Adjustment's policies, rules and regulations.

CHAPTER 6.0—HUMAN RESOURCES

Reference(s): *Code of Alabama 16-1-18.1*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.70.5 LEGAL SERVICE, JURY DUTY OR WITNESS LEAVE

An employee of the Opp City Board of Education who is summoned as a member of a jury panel may be granted leave with pay. Any jury fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.

An employee who is subpoenaed as a witness, not involving his/her personal litigation, may be granted temporary leave by the Superintendent. Any witness fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.

When a Opp City School System employee is subpoenaed in the line of duty to represent the Board as a witness or defendant, he/she may retain any fees received from the court. In the event no fees are received from the court, he/she may be paid for meals, lodging, and travel expenses.

Reference(s): Code of Alabama 12-16-8, 16-1-18.1, 16-13-231, Alabama Legislative Act 77-759

Adopted: January 19, 2017

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.70.6 MILITARY LEAVE

Military Leave shall be granted to employees of the Opp City Board of Education in compliance with state laws, federal laws, and applicable court rulings. All employees are entitled to military leave when ordered to active duty for training as members of the Alabama National Guard or any component of the U. S. Armed Forces. Employees who are required to attend annual training or special active duty for training shall not suffer any loss of salary during the first twenty (21) days of such absence in any calendar year. Employees who are ordered for such duty shall provide a copy of their orders to the Superintendent. Leave will be without loss of benefits.

In compliance with Act 92-430 that deals with the activation of service members of the Alabama National Guard and other military reserve units, employees of the Opp City Board of Education will be compensated for the difference in pay from active duty and their position with the system under Act 92-430 if the following occurs:

1. Activated employees requesting the difference in pay restoration of leave or continuation of health coverage on active duty are required to have the length of their Active duty determined by the Adjutant General.
2. Activated employees must provide the Superintendent of Education with a set of Mobilization / Homeland Security orders or Military Records of Service (DD214) that reflects the length of duty. Copies of these orders and/or military records should be transmitted to headquarters as follows:
The Office of the Adjutant
General ATTN: ALSPDO
PO Box 3711
Montgomery, AL 36109-3711
3. The Adjutant General will determine the validity of the orders and certify to the Superintendent of Education that pay, leave or insurance is proper in accordance with Alabama Legislative Act 92-430.

Reference(s): Code of Alabama 16-24-13, 31-2-13, Alabama Legislative Act 92-430

Adopted: January 19, 2017

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.70.7 PERSONAL LEAVE

All Opp City School System employees will receive two (2) personal leave days funded by the state. Unused personal days will be converted to sick leave at the end of the scholastic year.

In addition, the Board will grant up to three (3) additional days to all regular full time certified and classified employees each scholastic year for which the employee will be charged an amount equal to the average daily rate of pay for a substitute teacher.

Personal leave may not be taken immediately before or after a school holiday or in the first or last ten days of a school term unless approved by the immediate supervisor.

Personal leave is non-cumulative and requires no justification from the employee.

Reference: ALA CODE 16-8-26 (1975)

Reference(s): *Code of Alabama 16-1-18.1, 16-8-26*

Adopted: *January 19, 2017*

Revised: *June 20, 2019*

CHAPTER 6.0—HUMAN RESOURCES

6.70.8 PROFESSIONAL LEAVE AND LEAVE FOR TRAINING

Professional Leave - Professional leave may be granted to personnel for participation in educational activities related to instructional improvement in the Opp City School System.

Leave for Training – Leave for training shall be granted to support personnel to participate in activities that will enrich the Opp City School System’s program and improve skills or understandings of the employee.

All professional leave and leave for training requests must be approved by the Superintendent of Education before leave days are taken.

Reference(s): *Code of Alabama 16-1-18.1, 16-24-13*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.70.9 SICK OR BEREAVEMENT LEAVE

I. Sick leave is defined as the absence from regular duty by an employee because of the following:

- A. Personal illness or doctor's quarantine;
- B. Incapacitating personal injury;
- C. Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt);
- D. Attendance to an ill member of the immediate family (parent, spouse, child, sibling) of the employee, a person standing in loco parentis, or an individual with a close personal tie*.

(Where unusually strong personal ties exist because of an employee having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In such cases the employee concerned shall file with the supervisor a written statement of the circumstances that justify an exception to the general rule.)

- II. Opp City School System employees shall be allowed to accumulate an unlimited number of sick leave days.
- III. A new employee may transfer unused earned sick leave from another Alabama school board, as permitted by law, upon certification by the previous employer.
- IV. If absences occur frequently or if the absences constitute a pattern or there is reason to question whether an absence complied with the above causes, the Superintendent or designee may require that the employee provide verification of the reason for the absence.
- V. See Policy 6.71 for Opp City School System Sick Leave Bank provisions.

Reference(s): Code of Alabama 16-1-18.1, 16-8-25, 16-13-231, 16-22-9

CHAPTER 6.0—HUMAN RESOURCES

Adopted: January 19, 2017

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.71 SICK LEAVE BANK

The Opp City Board of Education, upon request of a minimum of ten percent (10%) of its full time professional personnel and full time support personnel, has established a sick leave bank for such personnel. The plan allows each employee to deposit an equal number of days, not to exceed five (5) days, into the bank. These days shall be available for loan to any other participating employee whose sick leave has been exhausted.

A Sick Leave Bank Committee composed of four (4) Opp City School System employees and one (1) representative of the Opp City Board of Education shall be established and selected as provided by law.

The Sick Leave Bank Committee shall write the guidelines and procedures for the sick leave bank, including catastrophic leave provisions of law, for Board approval. All changes must be approved by a majority of the Sick Leave Bank membership.

All Sick Leave Bank guidelines and procedures must be consistent with law.

Reference(s): *Code of Alabama 16-1-18.1, 16-22-9*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.72 DRUG AND ALCOHOL FREE WORKPLACE

It is the policy of the Opp City Board of Education that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (including alcohol) in the Board's workplace is prohibited. Any employee violating this policy will be subject to disciplinary action and/or possible recommendation for termination of employment. The specifics of this policy are as follows:

- I. 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 or in Board property will be subject to disciplinary action and/or recommendation for termination of employment.
- II. The term "controlled substance" means any drug listed in 21 U.S.C. 812 and other federal regulations. Generally, these are drugs that 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.
- III. Each employee is required by the Drug-Free Workplace Act of 1988 to inform the Superintendent within five (5) days after he/she is convicted for a violation of any federal or state criminal drug statute where such violation occurred on School Board property. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a Judge or jury in any federal or state court.
- IV. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to disciplinary action and/or recommendation for termination of employment. In addition to disciplinary action, the Board may require the employee to finish successfully a drug abuse program sponsored by an approved private or governmental institution.
- V. As a condition of further employment on any federal government grant, the Act requires all employees to abide by this policy.
- VI. Employees who use prescription drugs authorized for their use by a licensed physician do not violate this policy, ‘

Under the influence is defined as manifesting signs of chemical use/misuse such as staggering, odor of chemicals on the breath of person, unusual inappropriate behavior, or *testing positive*.

CHAPTER 6.0—HUMAN RESOURCES

Reference(s): *Code of Alabama 16-3-11 To -12, 13-3-14, 13-26-1-3, Drug-Free Workplace Act of 1988*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.72.1 DRUG AND ALCOHOL TESTING OF DESIGNATED EMPLOYEES

In accordance with the Federal Transportation Employee Testing Act of 1993, certain employees licensed to operate Opp City School System buses are required to submit to drug and alcohol testing. The Board, in compliance with the Act, has adopted the following provisions:

- I. All employees of the School System, including substitutes, who hold a school bus license/certification (hereafter referred to as designated employees) are subject to drug and alcohol testing. Such employees will be prohibited from performing assigned duties while under the influence of any prohibited drug or alcohol. While employees are prohibited from having any alcohol present in their systems while on duty, a Blood Alcohol Count (BAC) of .04 will be accepted as a presumptive evidence of intoxication. An employee who tests between .01 and .039 BAC will be removed from job related functions until they test below .01 or until their next duty period, which must be at least 24 hours.
- II. The proper use of medication prescribed by a physician is not prohibited; however, the Board prohibits the misuse of prescribed (or over-the-counter) medications and requires all employees using drugs at the direction of a physician (or over-the-counter drugs) to notify the Board's Medical Review Officer (MRO), or the employee's supervisor where these drugs may affect their job performance, such as causing drowsiness.
- III. Designated employees who refuse or do not pass a drug or alcohol test will be recommended for termination or removed from consideration for employment.
- IV. Designated employees testing positive by urinalysis or alcohol/breathalyzer test or requesting treatment may be referred to a mental health substance abuse counselor for an assessment of needs and possible referral for treatment. All such treatment shall be at the individual employee's expense.
- V. Drug and alcohol testing will include the following categories:
- VI. Pre-employment: (Post-Offer - This is to be interpreted as a conditional offer of employment.) Each person, after a conditional offer of employment has been made, will have to undergo a drug test before being employed in a position that requires the employee to hold the bus driver license/certification.

CHAPTER 6.0—HUMAN RESOURCES

- VII. Reasonable Cause Testing: Each employee that is required to hold the bus driver license/certification as a precondition to employment or to continue employment will be subject to drug and alcohol testing based on reasonable cause as established by a supervisor through the use of objective evidence.
- VIII. Post-Accident: Any employee who is required to hold the bus driver's license/certification as a precondition to employment or to continued employment that is involved in a reportable accident will undergo drug and alcohol testing within two (2) hours following any accident.
- IX. Random Testing: All designated employees will undergo testing on a random basis. Random testing will be administered in a number equal to or greater than 50 percent (drug screening) and 25 percent (alcohol screening) of the designated work force, without advanced notice, in the first 12 months of testing. There will be no maximum number of samples that any one employee will be required to provide during the testing period. Designated employees refusing to be tested may be suspended pending a recommendation for termination.
- X. Return to Duty Testing: Any designated employee who tests positive or refuses testing must pass a "Return to Duty Drug Test." In such instance, the Medical Review Officer must determine when and under what conditions the employee may return to duty. Any employee subject to "Return to Duty Drug Testing" will be subject to random and/or unannounced drug testing for sixty (60) months after return to duty. Follow-up tests for alcohol are unannounced and at least six (6) tests must be conducted in the first 12 months after an employee returns to duty.
- XI. The Medical Review Officer is designated by the Board.
- XII. Test results will not be released by the Board beyond the MRO without the individual's written authorization.
- XIII. Procedures for drug testing shall be distributed to all affected employees. Receipt of Opp City School System Drug Free Workplace regulations and procedures shall be acknowledged

CHAPTER 6.0—HUMAN RESOURCES

by employees on signed acknowledgement forms as required for initial and continued employment.

Reference(s): *Code of Alabama: 16-1-18.1, Omnibus Transportation Employee Testing Act of 1993, Drug Free Workplace Act of 1988*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.82 PERSONNEL RECORDS

The Opp City Board of Education shall require complete and current personnel records for each employee. All information contained in an employee's personnel file, except sensitive personnel records, is considered public records under Alabama's Open Meetings Act.

- I. Each Opp City School System employee shall have a right to review her/his local school or central office personnel file during normal business hours. No anonymous letters or materials shall be placed in personnel files. Each employee may have included in his/her personnel file a written response to any material contained within the file.
- II. Any Opp City School System employee may request to review her/his personnel file at any time that is mutually agreeable with the Personnel Administrator and when the employee is not engaged in fulfilling employment-related duties. The personnel administrator or certified designee must be present during the review. A log shall be maintained documenting any such review.
- III. A copy of all materials to be placed in an employee's record which may tend to diminish the employee's professional or work status or reflect adversely on the employee's record of performance or character shall be provided to the employee.
- IV. Any anonymous complaint or material received by a school official shall be immediately transmitted to the Superintendent. If the material is deemed worthy of an investigation by the Superintendent, it may be investigated. The results of the investigation may be reduced to writing, signed by the Superintendent, principal, or other designated official in charge of the complaint, dated, attached to the material in question, and may be placed in the personnel file of the employee. Any anonymous complaint that is not investigated within thirty (30) calendar days of its receipt by the Superintendent shall not be retained, but shall be destroyed.
- V. The transfer of the personnel file or any parts, summation, or copies of the personnel file of the employee shall be effectuated upon the written request of the employee. The Opp City School System may transfer an employee's personnel file or copies or parts thereof to another employer or prospective employer.

Reference(s): *Code of Alabama 16-1-3, 16-1-4, 16-12-3, 16-23-1 through -13, 16-22-14, 16-8-7, 36-12-2, 36-12-40*

CHAPTER 6.0—HUMAN RESOURCES

Adopted: January 19, 2017

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.83 SALARY SCHEDULES AND PERSONNEL CONTRACTS

All regular personnel shall be paid in accordance with salary or hourly wage schedules as adopted by the Opp City Board of Education, provided the salary schedule for certified staff is no less than 100 percent of the State Minimum Salary Schedule.

All teaching/administrative experience gained in all public elementary and secondary schools and/or state or regionally accredited public institutions of higher learning shall be approved as credit for placement on the salary schedule. No teaching/administrative experience gained in private elementary and secondary schools shall be considered for credit for placement on the salary schedule.

Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1988, as amended, and who is required to work in excess of forty (40) hours in any work week, shall be compensated for the hours in excess of forty (40) at the rate of one and one-half (1½) times the regular rate of pay for the service performed.

Any classified Opp City School System employee working beyond his/her designated total weekly hours without prior permission of the Superintendent through the principal or supervisor may be subject to disciplinary action.

The Board and its employees shall enter into contracts for fixed compensation. Such fixed compensation may be changed for any succeeding year in accordance with the Board's salary schedule.

Reference(s): *Code of Alabama 16-8-24, 16-23-1 to -3, Alabama Legislative Act 90-235, Fair Labor Standards Act of 1988 as Amended*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.87 OVERTIME BY NON-SUPERVISORY PERSONNEL

It is the intent of the Opp City Board of Education for its employees to perform the necessary tasks of their jobs during the regular designated workweek. However, there may be certain circumstances, in the best interest of students and the school system, when emergencies would necessitate that certain employees work beyond their designated work week. However, the option to receive compensatory time rather than pay must be approved by the immediate supervisor and the Superintendent.

Overtime should always be requested by the immediate supervisor and approved by the Superintendent or a designated representative on the approved form for overtime. Verbal approval should be given by the immediate supervisor at the time the work is done; however, an immediate follow-up written request must be forwarded to the Superintendent for approval within one working day after the work has been performed. Overtime pay may be granted only to non-certified employees whose job titles or responsibilities indicate that the position is non-supervisory.

Payment for overtime shall be made to the appropriate Opp City School System employee at the next regular pay period if submitted prior to the deadline for the pay period.

Reference(s): *Code of Alabama 16-22-6, Alabama Legislative Act 83-207, Fair Labor Standards Act of 1988 as Amended*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.90 EMPLOYEE TRANSFERS

Opp City School employees may be reassigned or transferred to any position for which they are qualified by skill, training, or experience.

The Superintendent may transfer a teacher within the same school or campus once per year by the twentieth (20th) calendar day after school begins, provided the teacher has the appropriate certification for the position to which he/she is transferred. Tenured teachers may be transferred to another school without reduction in compensation to a position for which he/she is certified with the approval of the Board of Education once per year by the twentieth (20th) calendar day after school begins.

Non-probationary classified employees may be transferred once per year to any position for which they are qualified provided that the transfer is without loss of or reduction in compensation, that written notice of the proposed transfer is issued to the employee not less than fifteen (15) calendar days before a final decision is made, and that the transfer is effective not less than fifteen (15) calendar days after the date of the final decision to transfer.

Probationary employees (certified or classified) may be transferred to a position for which he/she is certified or qualified that results in a loss of or reduction in compensation. Such transfers must be effective not less than fifteen (15) calendar days after the date of the final decision to transfer. Employees must be provided notice of the proposed transfer that contains a written explanation of the effect of the transfer on the employee's compensation and notice that the employee may object in writing to the transfer before a final decision is made. Tenured teachers or non-probationary classified employees involuntarily transferred to a position with less pay shall be provided due process in the same manner as a proposed termination of employment.

Reference(s): *Code of Alabama 16-1-33, Alabama Legislative Act 2011-270 (Students First Act)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.91 REDUCTION IN FORCE

- I. In accordance with The Code of Alabama §16-1-33 (1975) a reduction-in-force may be declared by the Opp City Board of Education and layoffs approved thereunder if the Board determines that decreased student enrollment or a shortage of revenues requires a reduction in the work force (beyond normal attrition) in order to maintain effective provision of educational services or to meet the Board's financial, legal, or operational obligations.

A "layoff" within the meaning of this policy is a separation from employment with the Opp City Board of Education. However, employees who are laid off under this policy are eligible for recall to employment as conditionally provided in this policy. The term "layoff" does not include or apply to the expiration of temporary, occasional, or "at-will" appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.

- II. The order, priority, rank or selection of individual employees who are to be laid off under authority of this policy shall be determined on the basis of objective criteria. However, nothing herein shall be deemed or construed to limit or abridge the Board's legislative discretion to identify areas, departments, programs, groupings or classifications for reductions (layoffs). (For example, the Board is not required to implement layoffs in classified or support categories of employees before laying off certified or instructional staff.)

- A. The criterion or criteria on which the layoffs are to be based shall be announced or otherwise communicated by the Board to affected employees no later than the date of the notice of layoff is provided to employees.

- B. "Objective criteria" within the meaning of this policy may include any lawful selection standard, or combination of standards, that is verifiable, calculable, measurable, or otherwise determinable by means or methods other than the personal or subjective judgments or opinions of the person(s) applying the criteria, and that would be expected to produce the same result if applied to the same employees or group of employees by different persons. Such objective criteria may include, but are not limited to:

- Seniority, longevity, or time in service that will be more specifically described in the notice of layoff that is provided to affected employees
- Years of experience

CHAPTER 6.0—HUMAN RESOURCES

- Degrees, certification, or licensure
 - Job classification
 - Status as probationary or non-probationary employee
- III. Employees who have been laid off under the terms of this policy will be given priority in filling positions as enrollment or financial circumstances warrant, provided that:
- A. The nature of the position and qualifications therefore have not materially changed;
 - B. The laid-off employee remains properly qualified, licensed, or certified; and
 - C. The laid-off employee confirms in writing his or her availability for and interest in re-employment to the Board's Director of Human Resources in accordance with any directives that may be contained in or transmitted in conjunction with the notice of layoff.

Circumstances permitting, and to the extent practicable, the selection of employees for recall will be based on the criteria that were applied to the layoffs themselves if there are more employees eligible for recall than positions available to fill. When layoffs occur over a period of time, the Board will take relative length of separation from service into consideration in assigning recall priority, other factors being equal. In no case will any right to be recalled to employment extend beyond one (1) year from the effective date of the employee's layoff. Recalled employees will retain credit for the tenure, years of service, and the pay and benefit status they held on the effective date of their layoff. No pay, benefit, status, or additional rights will accrue or be credited to the recalled employee for the time he or she has been laid off.

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

Reference(s): *Code of Alabama 16-1-33, 16-1-30*

CHAPTER 6.0—HUMAN RESOURCES

Adopted: *January 19, 2017*

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.92 RETIREMENT OF PERSONNEL

Any employee who plans to retire shall submit his/her resignation in writing with an original signature to the Opp City Board of Education through the Superintendent.

Reference(s): Code of Alabama 16-25-1

Adopted: January 19, 2017

Revised:

CHAPTER 6.0—HUMAN RESOURCES

6.93 RESIGNATION OF PERSONNEL

A tenured teacher is not permitted to resign within thirty (30) calendar days before the first day of the next school term for students. A tenured teacher may resign at any other time by giving five (5) days written notice. Any teacher terminating his/her employment in violation of this policy is guilty of unprofessional conduct, and the State Superintendent of Education may revoke or suspend the teacher's certificate.

Employees other than tenured teachers may resign at any time by giving five (5) days written notice to the Board of Education.

An employee who violates the terms of an employment agreement or written contract by leaving his/her position without first being released from the agreement or contract by the Opp City Board of Education and fails to complete and file the required records and reports, may have final compensation withheld.

Reference(s): *Code of Alabama 16-24-11, 16-24-12, Alabama Legislative Act 2011-270 (Students First Act)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.10 BUDGET DEVELOPMENT

- I. The Opp City Board of Education shall provide for the preparation and adoption of the annual budget for the school system. The Board delegates the responsibility for preparation of the budget to the Superintendent and appropriate members of his/her staff. Staff members preparing budgets shall involve appropriate school system personnel, community members, and stakeholders in data gathering, input, and consultation regarding priorities and interests. Providers of budget information shall adhere to all state and federal guidelines, and the budget shall be prepared on forms and in accordance with such rules and regulations as may be prescribed by the Alabama State Board of Education and the federal government.
 - A. The budget shall be presented to the Opp City Board of Education at its regular August meeting or at a special meeting that may be necessitated by the date set by the State Department of Education for budget submission.
 - B. The fiscal year shall be October 1 through September 30 inclusive.
- II. Public Hearings – The Opp City Board of Education shall hold at least two open public hearings pertaining to its proposed annual budget.
 - A. Copies of the proposed budget shall be provided to the public at each hearing on local forms and those provided by the State Department of Education.
 - B. The Opp City Board of Education shall seek input from the public concerning the proposed budget and the allocation of resources.
 - C. The hearing shall be held during a scheduled Board meeting in a place and at a time convenient for the general public to attend.

CHAPTER 7.0 – BUSINESS SERVICES

- D. The date and time of each hearing shall be publicized in the local media in advance of the hearing. In addition, notice of each hearing shall be posted in a conspicuous place at the central office and at each school.
- III. Proposed Budget – The proposed budget shall:
- A. Reflect the total amount of resources available to the Opp City Board of Education from all funding and revenue sources.
 - B. Reflect the projected enrollment and the total proposed expenditure by the Board and for each school shall be available at the public hearings.
 - C. Clearly delineate the number of teachers, librarians, counselors, administrators and other support personnel projected to be employed at each Opp City school.
 - D. Clearly list the operating costs by category or function at each school.
 - E. Delineate by school those operating resources earned including, but not necessarily limited to, those items contained in the Instructional Support Program of the Foundation Program, designating the amount of funds earned at each school per item based on average daily membership.
- IV. Final Budget – After at least two (2) public hearings have been held, the Opp City Board of Education and Superintendent shall develop, consistent with state laws, a final budget.
- A. The budget adopted under these procedures shall not show expenditures in excess of income estimated to be available plus any balances on hand, except under conditions set forth by the laws of the state governing the issuance of school warrants.

CHAPTER 7.0 – BUSINESS SERVICES

Reference(s): Code of Alabama 16-13-140 To 16-13-145, Alabama Administrative §290-2-01

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.12 FINANCIAL STATEMENT

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

The State Board of Education shall prescribe regulations for keeping accounts and records and for making reports by or under the supervision of school boards. These accounts and records shall at all times be available for inspection and audit by authorized officials and shall be preserved as the laws of Alabama may prescribe.

A complete statement shall be published annually in the month of October of the receipts by source and disbursements by function in an appropriate newspaper in the County, on the Opp City School System's website, and on the State Department website.

Said accounts and fiscal records shall be available during normal business hours for inspection by the public. They shall be preserved for the period of time prescribed by Policy 8.80, Records Retention and Disposal. For such a period as specified by the State Department of Education or appropriate authorities.

Reference(s): Code of Alabama 16-13a-13

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.13 MONTHLY FINANCIAL RECORD RECONCILIATION

All bank accounts of the Opp City Board of Education and its local schools shall be reconciled to the financial records. The Chief School Financial Officer shall be responsible for verifying that monthly LEA bank statements are reconciled to the financial records by the 25th of each month for review by the Superintendent.

The Chief School Financial Officer shall also be responsible for verifying that monthly local school account bank statements are reconciled to the financial records by the 20th of each month for review by the Superintendent.

Said reports shall ensure accurate monthly financial statements, and shall be accompanied by a copy of the corresponding bank statement, copy of the bank reconciliation report, report of outstanding encumbrances, and report of accounts payable.

Reference(s): Code of Alabama 16-11-9, 16-13-143

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.14 LOCAL SCHOOL CHECKING ACCOUNTS

Local school principals shall establish a checking account(s) with a banking establishment located in the City and that is a qualified public depository by the Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer. This must be an interest-bearing account. All checks in the name of the school shall be drawn upon such account(s).

All financial transactions of a local school shall be paid for by check; no cash payments shall be made.

Reference(s): Code of Alabama 16-13a-6

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.15 DEPOSITORY OF FUNDS

The Board requires that all funds of the School System (federal, state, and/or local) to be deposited in a bank located in the City. Said bank shall be approved as a qualified depository by the Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer.

All monies retained in school buildings shall be safeguarded in secure areas at all times. The Opp City Board of Education shall assume no responsibility for funds lost in a school, unless it is determined or suspected that an employee has misused funds for any purpose.

The Board requires that school funds be deposited on a daily basis regardless of amount, by a bonded individual at each school.

Reference(s): Code of Alabama 16-13a-6

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.20 ACCOUNTING AND REPORTING

I. Financial Accounting

- A. The Opp City Board of Education shall, following recommendations by the Superintendent, prescribe regulations for the keeping of accounts and fiscal record and the making of reports by all under the Board's jurisdiction who are charged with such responsibility. Prescribed regulations shall be consonant with those of the State Board of Education, the Division of Administration and Finance of the State Department of Education, the directives of the state Department of Examiners of Public Accounts and Generally Accepted Accounting Principles.
- B. Line items in the budget may be changed, with Opp City Board of Education approval, at any time during the fiscal year provided such change is consistent with existing laws and regulations of the state and federal government.
- C. The Superintendent shall keep the Board informed through monthly financial statements concerning the status of the budget.
- D. Said accounts and fiscal records shall be available during normal business hours for inspection by the public. They shall be preserved for a five-year period of time or for such period as specified by the State Department of Education's retention schedule.
- E. The Superintendent shall develop specific procedures to ensure that accounting practices throughout the system are consistent with generally accepted accounting principles.

II. Annual Financial Report

The Board shall publish annually a complete statement of receipts and disbursements as well as a statement of outstanding funded and unfunded indebtedness of the school system for the 12-month period ending the preceding September 30. Such statements shall be drafted on the forms required by the State Superintendent of Education.

CHAPTER 7.0 – BUSINESS SERVICES

Reference(s): *Code of Alabama 16-6b-6, 16-6b-7, 16-11-22, 16-11-24, 16-12-14, 16-13-31, 16-13-106, 16-13-140, 16-13-143, 16-13-144, 41-5-14, Alabama Administrative Code §290-1-4-.01*

Adopted: *January 19, 2017*

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.21 FEES/TUITION

The Opp City Board of Education shall not collect fees of any kind from children attending public kindergarten or any of the first six (6) grades of the school system.

No fees shall be collected in secondary schools for courses required for graduation. The Opp City Board of Education shall set reasonable fees in non-required courses, *e.g.*, reasonable fees for laboratory and shop materials and equipment. Such fees shall be waived for students who cannot afford to pay set fees.

Reference(s): Code of Alabama 16-10-6, 16-11-26

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.22 SCHOOL STORES

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

Separate records, subject to audit, shall be kept for school stores, and profits derived from sales shall be used for general items supporting the school as a whole.

Reference(s): Code of Alabama 16-11-9, 16-11-22

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.23 PAYROLL PROCEDURES

I. Payroll Preparation

- A. The Opp City Board of Education delegates payroll preparation for the payment of employee salaries to the Superintendent or his/her designee. The payroll shall be in accordance with the salary policy approved by the Board, any rules or regulations promulgated by the State Superintendent of Education, and state law.
- B. Payroll checks shall be released on the last week day of the month on a twelve (12) month basis.

II. Salary Deductions

- A. The Opp City Board of Education will make salary deductions that are considered statutory, including federal income tax, state income tax, retirement, etc., in accordance with applicable laws and regulations.
- B. New authorization for payroll deductions may be added during open enrollment or upon state required enrollments.
- C. Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay.
- D. When amounts have been correctly deducted and remitted by the Opp City Board of Education, the Opp City Board of Education shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make the subject deductions.
- E. Whenever an employee is separated from the system prior to the end of the contract period, the terminal pay shall be computed on a per diem basis.
- G. The school system will deduct teacher retirement contributions for all employees eligible for participation in the State Teacher Retirement System according to applicable laws and regulations.

CHAPTER 7.0 – BUSINESS SERVICES

- H. The school system may make other deductions as a service to employees when requested, in writing, by the employee and approved by the Superintendent. Such deductions may include, but are not limited to, political contributions and dues for membership to the national, state, and local education association representing the majority of employees. Such deductions shall be made only with written authorization of the employee and shall remain in effect until cancelled in writing by the employee.

Reference(s): Code of Alabama 16-12-17, 16-13-10, 16-13-231, 16-13-232, 16-22-5, 16-22-6, 16-22-7, 16-22-17, 36-1-4

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.24 TRAVEL EXPENSE REIMBURSEMENT

- I. Travel expenses incurred by employees and Board members or other authorized persons involved in conducting Opp City Board of Education business may be reimbursed when authorized by the Superintendent or the Board.
- II. Opp City School System employees must receive approval in advance from the Superintendent or designee for travel. Out-of-state and overnight travel by employees with students must be approved by the Board of Education.
- III. Any person requesting reimbursement for travel expenses shall provide required documentation. Actual expenses, vehicle mileage costs, and other allowable travel reimbursement may be established. No person shall receive reimbursement from the Opp City Board of Education and from other sources for the same travel expense, nor shall payment be made for personal items or entertainment. Travel reimbursement will be in accordance with approved rates established by the Opp City Board of Education and authorized by the Internal Revenue Service (IRS).
- IV. The Superintendent shall establish uniform procedures to implement this policy and prescribe forms and procedures necessary for maintaining accurate, uniform records. Travel procedures shall ensure reasonable economy.
- V. In order to compensate certain office personnel for expenses for intercity travel incurred while performing daily duties required by the school system, vehicle allowances will be paid as approved by the Superintendent. When principals reimburse themselves from local school funds, they shall obtain the signature of approval from the Superintendent.
- VI. Reimbursements and payments for travel expenses of employees paid from federal funds shall be consistent with the travel costs for board employees paid with state or local funds.
- VII. Violation of this policy or falsification of required records shall be grounds for disciplinary action including dismissal.

Reference(s): Code of Alabama 16-1-16, 16-11-9, 16-12-3, 16-13-3

CHAPTER 7.0 – BUSINESS SERVICES

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.25 CASH IN SCHOOL BUILDINGS

It shall be the policy of the Opp City Board of Education that all school funds collected at each school or school activity of the Board shall be deposited in a bank on a daily basis, to include night depository. In the event that due to an unforeseen or emergency situation it is impossible to deposit said funds on the day of receipt, it is the responsibility of the local school principal to provide for the security of the funds until the next day the bank is open.

The Board requires that any school funds collected be deposited with an approved financial institution as soon as practical on the day collected or the next business day.

Reference(s): Code of Alabama 16-11-9

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.28 GOVERNMENTAL FUNDS

The following definitions will be used in reporting activity in governmental funds. The Opp City Board of Education 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. Non-spendable fund balances include amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Examples of non-spendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include: inventories, prepaid items, and long-term receivables.
- B. Restricted fund balances consist of amounts that are subject to externally enforceable legal restrictions imposed by creditors, grantors, contributors, or laws and regulations of

CHAPTER 7.0 – BUSINESS SERVICES

other governments; or through constitutional provisions or enabling legislation.
Examples of restricted fund balances include: restricted grants.

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

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 Opp City 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.

Reference(s): GASB Statement No. 54

Adopted: January 19, 2017

CHAPTER 7.0 – BUSINESS SERVICES

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.31 FOOD SERVICE FUNDS

The Opp City Board of Education requires that all Child Nutrition Program funds be accounted for in accordance with policies and procedures set forth by the local, state, and federal requirements.

Reference(s): *Code of Alabama 16-11-21, 16-11-22, 16-12-3(A), (F), 16-12-12, 16-13-31, 16-22-11, Alabama Administrative Code §290-080-030-.03*

Adopted: *January 19, 2017*

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.32 INVESTMENT OF FUNDS

- I. Based upon a written system of internal controls and operational procedures, the Superintendent or his/her designee shall invest temporarily idle funds to earn the maximum return for the period available. Highest priority shall be placed on the safety and liquidity of funds. Funds may be placed in the following types of investments:
 - A. Bids from qualified depositories;
 - B. Certificates of deposit;
 - C. Time deposits;
 - D. Securities of the United States government including obligations of the United States Treasury; or,
 - E. Investment pools managed and directed by an approved agency of the state.
- II. The principal may invest temporarily idle internal account funds in qualified depositories at the best available return subject to the advice of Opp City School System staff trained in investment practices and procedures.
- III. Other investments may not be made unless specifically authorized.

Reference(s): *Code of Alabama 16-11-9, 16-12-3, 41-14a-1, et seq., Alabama Administrative Code §290-2-1-5*

Adopted: *January 19, 2017*

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.33 RESERVE FUNDS

The Opp City Board of Education, in accordance with Alabama law, directs that a General Fund reserve fund balance be maintained of an amount not less than one month's operating expenditures. Operating expenditures shall include all funds necessary to support normal operations of the school district for one month.

The Superintendent or Chief School Financial Officer 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 twelve. In determining the General Fund expenditures and fund transfers out, the proposed budget or budget amendment, shall be used.

Reference(s): Code of Alabama 16-11-21, 16-11-22, 16-12-3(A), (F), 16-12-12, 16-13-31, 16-22-11

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.35 FINANCIAL ACCOUNTING FOR SCHOOL CLUBS AND ORGANIZATIONS

The Board endorses and supports rules and regulations by the Alabama State Department of Education and by AdvancED accreditation standards pertaining to fund-raising activities by school-related clubs and/or organizations. Permanent, accurate records must be kept of all fees collected by or through the school, and of all funds received and expended by the school or its agencies, such as athletic associations, club and class organizations, band-parent organizations, and others.

In-school Clubs and Organizations: All in-school student clubs, organizations, etc. must follow the regulations as stated. In-school organizations maintaining financial accounting through the school may take advantage of the school's tax-exempt status by purchasing school supplies, materials, and equipment through the school. All drafts for the expenditure of funds from the club and/or organization account shall be authorized by said club and/or organization and the club sponsor, and a check shall be signed by the principal. The principal shall maintain a separate subsidiary account for each club and/or organization.

School-Related Clubs and/or Organizations: The Board recognizes the value of certain clubs and/or organizations that support the school's purposes and desires to work with such groups as the PTA, PTO, band and athletic boosters, foundations, etc. for continued school improvement. The organizations may maintain separate financial accounts and records if they so desire. Any such club and/or organization is required to present an annual financial report to the school principal. All such clubs and/or organizations using the schools or the School System's name to collect or solicit funds must have prior approval of the school principal. Clubs and/or organizations maintaining separate financial entity from the school may not take advantage of the tax-exempt status of the school.

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

Concession Sales at School Activities: Concession sales at school activities and concession sales operated by school or student groups shall be deposited in the appropriate school account and shall be disbursed in accordance with Board policy, Standards of the Southern Association of

CHAPTER 7.0 – BUSINESS SERVICES

Colleges and Schools, and State Department of Education regulations. All such funds shall be subject to audit by the Board. Income from such activities and sales by parent groups shall be handled in accordance with the guidelines outlined in the above section related to clubs and/or organizations.

Reference(s): Code of Alabama 16-11-9

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.40 BONDED PERSONNEL

The Superintendent and the designated Chief School Financial Officer (CSFO) shall be bonded at an amount fixed by the State of Alabama in a reputable surety company authorized to do business in Alabama. A certified copy of such bond shall be placed on file with the State Department of Education.

The Superintendent or his/her designee shall secure surety bonds, in an amount agreed upon by the Board, for all employees of the Opp City School System who may be charged with the responsibility for handling public school funds.

School principals, bookkeepers, and CNP managers shall be bonded for not less than one thousand (\$1,000) dollars. The Board shall be authorized to make payment from public funds for surety bonds.

Reference(s): *Code of Alabama 16-11-7, 16-13-8 to -9, 16-22-4, Alabama Administrative Code §290-2-5-.02*

Adopted: *January 19, 2017*

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.41 INDEBTEDNESS

Any Opp City school employee or other person shall be personally liable for creating any bill of indebtedness against a school or against the Opp City Board of Education unless authority exists under duly adopted policy of the Opp City Board of Education or unless authorized in writing by the Superintendent. Any employee violating the provisions of this rule may be subject to cancellation of his or her contract or dismissal from employment.

Bonded Indebtedness: The Opp City Board of Education shall not incur any bonded indebtedness that shall require annual payments on the principal and interest in excess of eighty percent (80%) of the anticipated revenue of the ad valorem tax pledged to retire such bonds.

Current Indebtedness: Tax proceeds, which are not pledged to retire bonded indebtedness, shall be used for current expenses. All funds borrowed for current expenses shall be repaid before the end of the fiscal year in which such funds are borrowed.

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

Reference(s): *Code of Alabama 16-13-70, 16-13-144 through -146, 16-13-140*

Adopted: *January 19, 2017*

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.42 INSUFFICIENT FUNDS AND WORTHLESS CHECKS

Whenever a check is returned to the Opp City School System for insufficient funds, an entry will be made to decrease the revenue source and the cash account. It will then be logged on the “Bad Check Log” and the procedures for Bad Check Collection will be followed.

Only cash, money order, or cashier’s check shall be accepted as payment for a worthless check. If payment is received within ten (10) days of sending the “Notice to the Maker,” the money is deposited with both the notation of redeposit and the name on the returned check written on the deposit slip. After money has been received to cover the amount of the check and the service charge, the returned check may be returned to the person who wrote the check.

If the returned check is not collected, it will be turned over to the District Attorney’s Worthless Check Unit. When collection is made, the deposit is re-entered into the books by debiting cash and crediting the revenue source.

Reference(s): *Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-080-030-.03*

Adopted: *January 19, 2017*

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.50 AUDITS

Fiscal audits shall be completed by a licensed auditing firm approved by the Opp City Board of Education. Auditors shall conduct audits in accordance with the procedures set forth by standard auditing procedures and shall, within that scope, furnish such schedules as the Opp City Board of Education may require. No audit shall fail to provide a comprehensive report on all accounts assigned for audit by the Board.

The Superintendent shall prepare a report of all local audits summarizing the effect of the year's operations for presentation to the Board. Audits other than annual audits shall be performed as the need is indicated.

Reference(s): *Code of Alabama 16-4-7, 16-13-9, 41-5-14; Alabama Administrative Code §290-2-1-4*

Adopted: *January 19, 2017*

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.60 PURCHASING AND BIDDING

- I. Bidding – The Opp City Board of Education directs that expenditures of public school monies in excess of \$15,000 made by the Board for labor, services, work, the purchase or lease of materials, equipment, supplies or any other personal property, with limited exceptions established by state law, shall be contracted by free and open competitive bidding with sealed bids and shall be awarded to the lowest responsible bidder meeting specifications.

Bids for building/capital improvement projects exceeding \$50,000 must comply with the state Public Works Act.

All schools and the Central Office shall place technology bids with the Director of Technology. The Director of Technology shall insure bids are in compliance with state law and shall combine bids and/or purchases in order to obtain the best price and quality for equipment and services.

- II. Local Purchasing
 - A. The Opp City Board of Education should purchase locally provided products of equal quality that are readily available from local suppliers at prices equal to other non-local vendors. Pursuant to state law the Board, when purchasing personal property or contractual services, shall give preference to commodities produced in Alabama or sold by Alabama persons, firms or corporations.
 - B. The Opp City Board of Education shall not be limited to making purchases within the local community or the state of Alabama when such local purchases within the local community or the state of Alabama do not meet the quality or competitive price of goods or services available from vendors outside the local community or state of Alabama.
 - C. Preference may be given to a local vendor having a place of business in the county or municipality for the purchase of personal property, when a bid submitted by such a resident bidder is no more than three (3) percent greater than the bid of the lowest responsible bidder.

CHAPTER 7.0 – BUSINESS SERVICES

- D. Opp City Board of Education shall require that a requisition/purchase order system be established and followed.
- E. Local school purchases exceeding five thousand dollars (\$5,000.00) must have the signature of the principal and the Superintendent.
- III. Joint Purchasing -- The Board shall allow joint purchases and joint purchase agreements with other school systems, government agencies, and other entities as provided for by law when some purchasing or agreements is advantageous to the Board.
- IV. Advertising – Proposed purchases in excess of the current legal base shall be advertised by posting a notice on a designated bulletin board in the central office, posting to the school system website or in any other manner that may be desired. Requests for sealed bids shall be solicited in writing to all individuals or firms who have placed written requests with the Board. If an individual or firm fails to respond to three solicitations, said vendor will be removed from the bid list.
- V. Procurement – The Board will follow state laws for procurement of property and services. To the extent allowed by state laws, the Board will utilize state, local, regional and national purchasing agreements when appropriate for the procurement or use of goods and services. All procurement transactions are subject to the Board's Conflict of Interest Policy and the procurement decisions of the board will:
- Avoid acquisition of unnecessary or duplicative services.
 - Use the most economical and efficient approach for acquisitions.
 - Award acquisition contracts only to the responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement.
 - Consider contractor integrity, compliance with public policy, record of past performance, and financial and technical resources prior to awarding procurement contracts.
 - Encourage participation of small and minority business contractors.
 - Maintain records sufficient to document the history of the procurement.
 - Conduct procurement transactions in a manner that provides full and

CHAPTER 7.0 – BUSINESS SERVICES

open competition.

Procurement transactions that are not subject to the state procurement laws, but exceed the aggregate amount of the federal micro-purchase threshold, (\$10,000) will be obtained by utilizing price and rate quotes from two or more qualified sources if not purchased from a state, local, regional or national purchasing agreement.

The Board will request proposals for professional service contracts (excluding architectural and engineering services) that are not subject to the state procurement laws if the contract exceeds \$250,000 and will be paid from federal funds. The Board will utilize a team of three or more qualified individuals to conduct technical evaluations of proposals received and for selecting recipients. As part of the evaluation, the individuals on the evaluation team will sign an assurance that each of the individuals is in compliance with the Board's Conflict of Interest Policy.

Reference(s): *Code of Alabama 41-16-50, 41-16-51, 41-16-57, 39-2-1, et seq., Alabama Legislative Act 2006-621*

Adopted: *January 19, 2017*

Revised: *December 18, 2018*

CHAPTER 7.0 – BUSINESS SERVICES

7.61 ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY

I. Acquisition

- A. All property purchased through system funds, internal funds, or donations from outside sources shall be acquired using system purchasing procedures.
- B. All property, including vehicular equipment, shall be under the full control and name of the Opp City Board of Education.
- C. All property with a value of five thousand dollars (\$5,000.00) acquired through internal accounts or donations, shall be reported immediately by the principal or worksite supervisor to the designated property records office on the prescribed forms.
- D. Principals and supervisors of facilities shall be responsible for determining that all property is identified and accounted.

II. Exchange - Each principal and supervisors of facilities shall determine the property needs for his/her school or department. The Opp City principal or system department head shall declare any property that is not needed, upon approval of the designated property control office, and may requisition additional property through proper procedures.

- A. Surplus property shall be reported on proper forms to the designated property records office that shall be responsible for acquiring and storing the surplus property.
- B. Property items with a value of \$5,000 (as described in paragraph I section C above) may be exchanged between system departments and schools when approval is granted by the designated property records office and subsequently by the appropriate Opp City administrator. Notification of each approval shall be filed in writing with the designated property records office to adjust property records of schools and system departments.

CHAPTER 7.0 – BUSINESS SERVICES

- C. Opp City Board of Education equipment shall not be used for gainful outside employment or private use of employees or by any for-profit group or organization.

Reference(s): *Code of Alabama 16-8-40, 16-20-8, 16-20-9*

Adopted: *January 19, 2017*

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.62 PROPERTY SALE, TRANSFER, DISPOSAL

The Opp City Board of Education shall be advised by the Superintendent in the event that certain real or personal property is no longer needed for public school purposes. Prior to presentation to the Board, the Superintendent shall determine that the property is not needed by any Opp City school facility. The Superintendent is authorized to store property for later use if that property is determined to have value and the Superintendent believes the property will be used in the future by a Opp City School System facility.

The Board, upon receipt of such report, may at such time as it deems proper and at its discretion declare that such property is no longer needed for public school purposes.

Once real property is declared surplus by the Opp City Board of Education, the Superintendent or his/her designee shall be authorized to take appropriate action in disposing of such property as outlined below:

- A. Obtain an appraisal(s) reflecting the fair market value of all real property and significant personal property.
- B. Notify local governmental authorities that such property is no longer needed for school purposes and invite a proposal if there is a need for such property.
- C. Follow the procedures in the manner prescribed by state law for the sale of real property, including public notification using local newspapers or other suitable media.

Reference(s): Code of Alabama 16-4-7, 16-4-8, 16-11-22, 41-5-14, 41-5-23, Alabama Administrative Code §290-2-1-4

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.63 LOST OR STOLEN PROPERTY

- I. The principal or designee shall notify the following individuals when any Opp City School System property has been vandalized, stolen, or lost:
 - A. The proper law enforcement agency immediately to provide such information as may be available if the property is believed to have been stolen;
 - B. The system office by telephone; and,
 - C. In writing with a copy of such notice being sent to the Superintendent or the clerk of fiscal assets.
- II. The custodian of the property records, or their designee, shall prepare a written report and recommendation to the Superintendent if the property is not recovered within thirty (30) days of notification. Inventory records including serial and/or model number(s) of missing items shall be used in the preparation of reports.
- III. The Superintendent shall report to the Opp City Board of Education any property that has been lost or stolen if not recovered within thirty (30) days after the discovery of the loss or theft except major losses shall be reported to the Board immediately. Such a report shall include a recommendation that the property record be made inactive and any information applicable to personal liability shall also be reported.

Reference(s): Code of Alabama 16-11-9, 16-12-3

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.64 INVENTORIES AND PROPERTY MANAGEMENT

The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the Opp City School System. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number, and shall be consistent with all controlling requirements of Alabama statutes and rules. School inventories shall be verified by administration at the Superintendent's direction.

- I. All equipment that has a value or cost specified by the Opp City Board of Education shall be listed in property inventories. Property inventories shall be performed annually. It shall be each principal's duty to designate a person to make an annual inventory of all school property within his/her building(s). This report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. The principal shall also be responsible for inventories of properties not listed in section I above such as library books, films and tapes, and other materials as deemed appropriate. These inventory records shall remain on file in the individual school.
- II. Any incoming principal and the facilities supervisor shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the central office to identify any shortages or discrepancies.
- III. All equipment purchased by the various school organizations or by outside organizations for school or system use shall become Opp City Board of Education property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.
- IV. The Superintendent or designee shall maintain a current and perpetual inventory of all stock in Opp City Board of Education warehouses and shall file an annual end-of-the-year report of the count and value of such items with the finance department.
- V. The Superintendent shall report to the Opp City Board of Education any property that has been lost or stolen if recovery is not made by the next regular Board meeting after the discovery of the loss or theft. Such report shall include a recommendation for inactivation of the property record and information concerning possible personal liability that may be appropriate as the circumstance may indicate.

CHAPTER 7.0 – BUSINESS SERVICES

Reference(s): *Code of Alabama 16-11-21 To -22, 16-13-31 to -32, 16-13-38(D), 41-5-14, 41-5-43, Alabama Administrative Code §290-2-1-4(3)(C)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.65 PURCHASE ORDERS

Purchase orders are required by the Opp City Board of Education for all materials, equipment and supplies paid for out of the general fund of the Opp City Board of Education. The following procedures must be followed:

1. A purchase order is obtained from the Central Office by submitting a requisition following approved procedures.
2. Special instructions should be noted on the requisition in such a way as to be easily detected by the Purchase Order Clerk or school secretary.
3. Only the designated Purchase Order Clerk is authorized to order items requiring a purchase order.
4. Invoices received which do not have a purchase order number will not be the responsibility of the Opp City Board of Education; the person placing the order has sole responsibility for payment in such cases.

“Blanket” purchase orders may be issued by the Purchase Order clerk to vendors from whom materials are purchased on a regular basis. This blanket purchase order will be valid only during the month in which it is issued unless otherwise approved by the Superintendent. Total purchases for a blanket purchase order shall not exceed \$2,500.00.

Reference(s): *Code of Alabama 16-13a-5, 16-13a-6*

Adopted: *January 19, 2017*

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.70 RISK MANAGEMENT INSURANCE

- III. No new policy or procedure will be adopted or approved by the Opp City Board of Education without first giving careful consideration to the School System's risk exposure.
- IV. When the purchase of insurance coverage is deemed necessary, such purchase will be made on the basis of service offered by the insurer or self-funded programs, the reliability and financial stability of the insurer or self-funded program, and the price of the coverage as competitively determined.
- V. Insurance Coverage – The Opp City Board of Education shall insure for:
 - A. Full value of all property for which it has title, including but not necessarily limited to buildings and contents.
 - B. Errors and omissions liability coverage to protect Board members, Board employees and the school system.

Reference(s): Code of Alabama 16-11-12, 16-11-27, 16-12-5, 16-22-5

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.90 FUND-RAISING FOR SCHOOL PROJECTS AND ACTIVITIES

All fund-raising projects and activities by schools or groups within the Opp City School System shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent.

The determination of the fund-raising projects and activities for a school shall be the responsibility of the principal and the staff and shall conform to the following conditions and any directives by the Superintendent.

- I. Fund-raising activities and projects within all Opp City schools shall be kept within a reasonable limit. Before approving any project or activity, the principal shall require full justification of the need and explanation of the manner in which the funds will be expended.
- II. When the sale of food items during school hours is approved as a fund-raising project, accreditation standards and CNP regulations shall be followed. Food items not of a high nutritional value may not be sold or distributed during the school day.
- III. Merchandising projects shall be kept to a minimum.

Reference(s): Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-080-030-.03

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.91 SHORT-TERM NOTES

In accordance with state law, the Opp City Board of Education has the authority during any fiscal year, and upon recommendation of the Superintendent, to borrow money in anticipation of current revenues for that fiscal year and to pledge the current revenues for said fiscal year for the payment of such loan or loans if funds on hand are not sufficient to meet current expenses. All such loans shall be recommended by the Superintendent and approved by the Board. Rates of interest on any loans shall not exceed the maximum allowed by law.

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

Reference(s): Code of Alabama 16-13-145 to -146

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.92 ALLOCATION AND EXPENDITURE OF FUNDS

I. Expenditure of Funds

- A. Any and all funds of the school system, whether received from federal, state, local or other resources shall be disbursed only on the written order of the Superintendent or his/her designee. The actual signature of the Chief School Financial Officer (CSFO) or Payroll Supervisor and the Superintendent shall be required on all drafts and checks drawn against any bank account of the Opp City Board of Education.
- B. In order to promote academic excellence and recognize significant contributions to education, the Opp City Board of Education may expend public funds for the purchase of trophies, plaques, academic banquets, and other appropriate honors to recognize special contributions by students, faculty, staff, and the public that strengthen public education in the school system and the state of Alabama.

II. Allocation of Funds

- A. All funds allocated for the current school year shall be spent for the benefit of the students and to assist teacher in their endeavor to educate students enrolled in the school for the current year. Funds should be spent in a timely manner to insure that they are spent prior to the end of the current year. Items should be purchased as early in the school year as possible to maximize the benefit to students. Selection of equipment and/or supplies should reflect the most critical needs and expenditures should be prioritized accordingly.
- B. All funds and/or monies allocated for any program for the current school year should be spent by August 15th annually to allow adequate time to receive the purchased items and to complete financial accounting procedures by September 30th each year.

Reference(s): Code of Alabama 16-13-32, Alabama Administrative Code §290-1-4(5)(B), Alabama Legislative Acts 95-313 And 95-314

Adopted: January 19, 2017

CHAPTER 7.0 – BUSINESS SERVICES

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.93 DETERMINATION OF ALLOWABLE COSTS – FEDERAL FUNDS

Before instituting a financial transaction that will require the expenditure of federal funds, the federal programs director and the Chief School Financial Officer or designee will determine that the proposed transaction meets the requirements of allowable costs for the federal program. Actions to determine allowable costs will assure that:

- The proposed expenditure is included in the federal program budget.
- The proposed expenditure is reasonable and necessary for the federal program.
- The proposed expenditure is consistent with procedures for financial transactions of the Board including purchase order procedures, contract review and approval procedures, and applicable competitive purchasing procedures.
- Appropriate documentation will be maintained to support the allowability of the transaction.

Before payments are made from federal funds, the federal programs director and the Chief School Financial Officer or designee will determine that the federal program expenditure complies with generally accepted accounting principles and complies with state, local and federal laws, rules, and regulations.

Reference(s): Code of Alabama 16-8-40, 16-20-8, 16-20-9, Code of Federal Regulations 2 C. F. R. 200

Adopted: January 19, 2017

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.94 CONFLICT OF INTEREST FOR PROCUREMENT TRANSACTIONS

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

Reference(s): *Code of Alabama 16-8-40, 16-20-8, 16-20-9, Code of Federal Regulations 2 C. F. R. 200*

Adopted: *January 19, 2017*

Revised:

CHAPTER 7.0 – BUSINESS SERVICES

7.95 CASH MANAGEMENT OF FEDERAL FUNDS

The Board will minimize the time between the receipt of federal funds from the United States Treasury, the Alabama Department of Education, and other pass-through entities, and the disbursement of those federal funds. Funds will only be requested to meet immediate cash needs for reimbursement not covered by prior receipts and anticipated disbursements that are generally fixed. Generally, disbursement will be made within 25 days after receipt of funds.

The Chief School Financial Officer will maintain financial records that account for the receipt, obligation, and expenditure of each federal program fund. The Chief School Financial Officer will routinely monitor cash balances in all federal programs. Board procedures will minimize cash balances and prevent federal fund cash balances from earning \$500 or more when maintained in interest bearing accounts. Federal program funds will be maintained in insured checking accounts that are subject to the state requirement for public deposits under the SAFE program.

Reference(s): *Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-080-030-.03, Code of Federal Regulations 2 C. F. R. 200*

Adopted: *January 19, 2017*

Revised:

CHAPTER 8.0 – AUXILIARY SERVICES

8.10 SAFETY PROGRAM

The Superintendent shall develop a safety program for Opp City Board of Education approval that meets the standards set forth by the Alabama State Department of Education. The program shall ensure that:

- I. Employees shall cooperate with the law enforcement officials in providing safe conditions for students.
- II. All Opp City School System employees strive to protect the physical welfare of each student.
- III. Employees remove hazards or report their existence to an immediate supervisor.
- IV. School alarm systems are monitored. Any malfunction shall be reported for immediate repair.
- V. School safety plans are reviewed and approved according to Alabama State Department of Education requirements. Such plans are site specific and are on file at each school. School plans include disaster and emergency procedures; rules for the receipt, use and disposal of hazardous materials and/or chemicals; plans and procedures for required safety drills; procedures and schedules for safety inspections of equipment; traffic and transportation procedures; and, other appropriate safety and security measures for the protection and welfare of students and employees.

References(s): Code of Alabama 16-11-9, 16-12-3, AAC §290-3-1-.02(1)

Adopted: January 19, 2017

Revised:

CHAPTER 8.0 – AUXILIARY SERVICES

8.11 SCHOOL SAFETY COMMUNICATION AND MEDIA PLAN

The Opp City Schools provide access to all public information through cooperative efforts with representatives of the media and school system personnel while considering the responsibilities of all agencies. The primary objective for effective media use by the school system is to inform the public of all relevant information in the event of a school emergency.

The School System Media Communications Plan for emergency situations includes the following guidelines:

- A. The designated communications coordinator and/or the Superintendent shall communicate with the media. All media requests shall be directed through these individuals. The Superintendent shall serve as the spokesperson for the school system and each principal shall serve as spokesperson for his/her school.
- B. The principals or Superintendent shall assign a location for the media that is convenient for them and that meets the requirements of the media and school system personnel.
- C. The communication coordinator will provide the media personnel with media guidelines established by the school system.
- D. The communication coordinator will prepare notes for speakers involved in news conferences and will prepare written official statements and fact sheets for the press as appropriate.
- E. Students shall not be interviewed with parent approval. When requests for student interviews are granted, the interview will be completed with minimum loss of instructional time, minimum disruption of the learning environment, and upon approval of the Superintendent.
- F. Teachers and/or other employees may agree to be interviewed by the media when the interview will not interrupt the performance of the employee's responsibilities. Such interviews shall be reported to the Superintendent.

CHAPTER 8.0 – AUXILIARY SERVICES

Reference(s): *Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-3-1-.02(1)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 8.0 – AUXILIARY SERVICES

8.14 FACILITY INSPECTIONS

As part of a comprehensive safety and loss control program, the Opp City Board of Education requires that all Opp City School System-owned property be inspected regularly for potential safety hazards. These inspections should be conducted by the person responsible for managing the site. Hazardous conditions identified within the inspection report should be reported to the maintenance department or other appropriate staff for correction. A written report of all safety inspections shall be submitted to the Superintendent and placed on file.

Asbestos reports of required periodic reviews are maintained at each school site.

Reference(s): Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-1-4-.01, §290-3-1-.02(A)

Adopted: January 19, 2017

Revised:

CHAPTER 8.0 – AUXILIARY SERVICES

8.20 SANITATION

Each Opp City School System school principal or work site supervisor or designee, shall be responsible for maintaining satisfactory standards of sanitation and housekeeping.

Reference(s): Code of Alabama 16-22-3, Alabama Administrative Code §290-080-030-.03

Adopted: January 19, 2017

REVISED:

CHAPTER 8.0 – AUXILIARY SERVICES

8.30 VEHICLE INSPECTIONS

All Opp City Board of Education buses used for the transportation of children shall be inspected both monthly and annually in accordance with standards established by the State Department of Education.

Any vehicle found to be deficient shall be removed from service and shall not be used to transport students until the appropriate repairs have been made and further inspection reveals that the deficiency has been removed.

Reference(s): *Code of Alabama 16-27-1, 16-27-3, 16-27-5, 16-27-6, 16-27-8, 32-6-49.1 to 32-6-49.20. Alabama Administrative Code §290-1-4-.01(2)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 8.0 – AUXILIARY SERVICES

8.31 SPECIAL USE OF SCHOOL BUSES

Buses may be used for field, educational, and extracurricular trips.

Any school that uses a bus for a trip shall reimburse the Opp City Board of Education at the mileage rate established by the Board from the location of the bus to the destination and return.

The Opp City Board of Education shall be responsible for paying the driver for the extracurricular trip. The school shall be responsible for reimbursing the Board for salaries as determined by the Board.

A school bus may not be used for an extracurricular trip where the round trip exceeds 425 miles, the trip requires an overnight stay, or the trip takes the group out of state without special approval of the Superintendent.

References(s): Code of Alabama 16-11-9, 16-27-2, Alabama Administrative Code §290-1-4-.01(2)

Adopted: January 19, 2017

Revised:

CHAPTER 8.0 – AUXILIARY SERVICES

8.40 CHILD NUTRITION PROGRAM

The Opp City Board of Education shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.

It is an objective of the Opp City School System that all students have the opportunity to participate in the school lunch program. The Child Nutrition Program Director shall determine, in accordance with federal regulations, those students eligible for free or reduced price lunches.

The Opp City Board of Education Child Nutrition Program (CNP) lunchrooms shall incorporate food safety practices as outlined under Hazard and Critical Control Point (HACCP) guidelines, Standard Operating Procedures (SOPs) shall be developed for handling, storage, preparation, and serving of all foods.

The Opp City Board of Education does not permit students or adults to charge meals from the Child Nutrition Program (CNP). Uncollected charged meals are bad debts and are not an allowable expenditure for the Child Nutrition Program (CNP). The CNP director and principal of each school shall develop and oversee a written contingency plan to provide a nominal meal for students when they do not have money to purchase a meal. If the contingency plan allows students to charge a meal, the principal is responsible for eliminating any outstanding indebtedness of students by the end of each school year by utilizing a non-public fund source. All adult meals will be paid for unless the meals are part of a special incentive program or the meals are for school food service employees.

The Superintendent is instructed to develop all CNP policies and procedures in compliance with state regulations.

Reference(s): *Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-080-030-.03*

Adopted: *January 19, 2017*

Revised:

CHAPTER 8.0 – AUXILIARY SERVICES

CHAPTER 8.0 – AUXILIARY SERVICES

8.41 MEAL PATTERNS

All Opp City schools with grades K-12 shall participate in the Child Nutrition Program and shall serve student meals according to meal patterns established by the United States Department of Agriculture.

The principal is responsible for scheduling adequate time for lunch for students between the hours of 10:00 a.m. and 2:00 p.m. Variations from this schedule must have the approval of the Superintendent or designee.

“Offer vs. serve” meal programs are established for students in middle school and high school grades.

Reference(s): Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-080-030-.03

Adopted: January 19, 2017

Revised:

CHAPTER 8.0 – AUXILIARY SERVICES

8.50 FACILITIES

It shall be the responsibility of the Opp City Board of Education and Superintendent to develop and/or implement plans that will meet the present and future educational requirements of the community consistent with state laws. To discharge this responsibility effectively, the Board shall develop a long-range capital plan to meet the school facility-related requirements of the system.

The Board will involve administrators, teachers, students, parents, local citizen groups, specially designated committees, and technical personnel, *e.g.*, architects, planners and approved outside consultants in the design, development and/or revision of the long-range capital program.

Subject to Board approval, the Superintendent is authorized to secure the services of experts, including planning and architectural consultant(s), in the area of school plant planning, to work with staff in developing project specifications.

New construction or renovation at school facilities shall have the approval of the State Superintendent of Education.

Reference(s): *Code of Alabama 16-3-17, 16-4-21, 16-12-6, 16-12-7, 16-13-90, 16-9-22, Alabama Administrative Code §290-2-2-03-.01*

Adopted: *January 19, 2017*

Revised:

CHAPTER 8.0 – AUXILIARY SERVICES

8.51 SUPERVISION OF CONSTRUCTION

The Superintendent or designee shall provide to the Opp City Board of Education a review of the architect's activities in his/her supervision of any building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the school system. The Superintendent or designee shall make periodic reports certifying that the work of the construction contractor and the architect are being performed in accordance with plans, specifications and contracts.

Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance will be made to the Opp City Board of Education by the Superintendent.

Reference(s): *Code of Alabama 16-11-9, 16-12-3, 16-3-12, 16-3-14, 16-4-10, 16-13-90, Alabama Administrative Code §290-2-2-.01*

Adopted: *January 19, 2017*

Revised:

CHAPTER 8.0 – AUXILIARY SERVICES

8.53 IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS

Any individual or group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal and Superintendent for Opp City Board of Education approval. Any such improvement or addition shall become the property of the Board. Permanent structures shall have utilitarian value in the operation of the school or may be erected in memory of an individual who has been associated with the school either as a student or Opp City School System employee or in honor of an organization that has made some outstanding contribution to the school or system. All improvements or additions must meet current building codes, including the Americans with Disabilities Act and State Department of Education Bulletin 1983-26 as amended.

Individuals performing physical labor to improve school facilities and/or grounds must sign and agree to a hold-harmless agreement with the Opp City School System.

Reference(s): Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-2-2-.02 et seq

Adopted: January 19, 2017

Revised:

CHAPTER 8.0 – AUXILIARY SERVICES

8.60 TECHNOLOGY AND TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

- I. The Opp City School System shall develop a comprehensive technology and telecommunications plan for administrative and instructional purposes. The plan shall advance and promote public education consistent with technology advances and availability of resources. To the extent feasible, it shall promote access, collaboration, and information sharing between and among schools, system offices, and the global community and include provisions for protecting students from access to inappropriate and prohibited information and materials.
- II. The Superintendent or designee shall be responsible for establishing and authorizing use of technology, telecommunications services and networks consistent with the telecommunication plan that shall be presented to the Opp City Board of Education for approval. Such plan shall be updated periodically and submitted for Board review and approval.
- III. Such guidelines shall be broadly distributed and/or posted in appropriate locations. Such guidelines shall address computer room access; sale of computer services; acceptable use; proper etiquette; security; vandalism; harassment; and supervision of student use by staff. Any user violating such guidelines shall be subject to denial of school-based access and such other legal or disciplinary actions as are appropriate to the violation.
- IV. Opp City School System computers, network access, and other information resources such as electronic mail (e-mail) are provided for staff use to support the system's mission and goals. Access by staff and students to inappropriate and prohibited information and materials shall be limited by the use of appropriate software. All such resources are Opp City Board of Education property and subject to the same rules for use as other physical property. In addition, the following rules shall apply:
 - A. Use of information resources should be limited to legitimate educational purposes. Programs for personal use should be avoided. Use for illegal or commercial purposes is not authorized.
 - B. E-mail, World Wide Web pages, and other forms of electronic documentation:

CHAPTER 8.0 – AUXILIARY SERVICES

1. Will not be obscene, abusive, or contain other inappropriate material.
 2. Will require the same handling as other public records.
- C. User accounts and passwords must not be shared except where authorized. The person in whose name an account is issued is responsible for its proper use at all times.
- D. Copyright and license agreements will be respected; no unauthorized copies of programs or files will be made.
- E. Users shall not take unauthorized actions which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, or destroy the data or service of the computer or network systems.
- F. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including chain letters and jokes, is not authorized.
- G. Users must avoid spreading computer viruses. Users may not download files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
- V. The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no expectation of privacy when using Opp City Board of Education provided equipment and network resources.
- VI. Users must acknowledge their understanding of all policies and guidelines on a yearly basis by reading and signing the applicable Opp City School System Acceptable Use Policy. The Opp City School System will periodically update the Acceptable Use Policy for Students and Employees.

CHAPTER 8.0 – AUXILIARY SERVICES

Reference(s): *Code of Alabama 16-11-9, 16-21-1 to -3, Alabama Administrative Code §290-1-4-.01(4), Children’s Internet Protection Act*

Adopted: *January 19, 2017*

Revised:

CHAPTER 8.0 – AUXILIARY SERVICES

8.61 EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY RESOURCES

Purpose: The purpose of this policy is to provide guidance on the acceptable use of electronic devices, computers, networks, the Internet, electronic mail, and related telecommunications equipment in the Opp City School system. This policy also addresses the Children's Internet Protection Act (CIPA). The Opp City School (hereafter referred to as "OCS") System has purchased technology resources to serve many users of the community. The term "technology resource," as used in this document, is intended to have a broad interpretation. A "technology resource" as used herein, includes, but is not limited to, electronic devices, mobile devices, computers, networks, the Internet, electronic mail, and instant messaging. In regards to computers, associated technology resources include hardware, software, network devices, peripherals and accessories. The term "User" refers to any person (i.e. student, teacher, employee, parent, visitor, etc.) who uses the technology resources of the OCS.

Guidelines: Technology resources are an important part of our school system and enhance the educational experience for our students and assists employees in performance of the day-to-day operations of the school system. The use of OCS technology resources is a privilege that is granted to employees. OCS may suspend or terminate access to OCS technology resources at its sole discretion. Each employee must agree to abide by this acceptable use policy before accessing any technology resources of OCS.

Consequences for Violations: A violation or failure to use OCS technology resources in an appropriate manner as prescribed by Board policy, federal, state, and local law, will subject the employee to suspension and termination of access and any appropriate disciplinary action. An appropriate disciplinary action could include suspension or termination of access to OCS technology resources, suspension of employment, or employee termination. Furthermore, if found liable and/or negligent, an employee may be required to pay for any damages to or replacement of technology resources.

School Board Limitation of Liability: OCS makes no warranties of any kind, either expressed or implied, that the functions or the services provided by the school system will be error-free or without defect. The school system will not be responsible for any damage employees may suffer, including but not limited to, loss of data or interruption of service. The school system is not responsible for the accuracy or quality of information obtained through or stored on the equipment. All communications and information stored on computers owned by the school system shall be considered the property of the school system and may be retrieved, monitored, deleted, destroyed, modified, or used by OCS for any purpose at its sole discretion. OCS will not be responsible for financial obligations or any other damages incurred through the use of its technology resources.

CHAPTER 8.0 – AUXILIARY SERVICES

Employee Owned Devices: For student learning and instruction, employees may bring personal mobile and electronic devices including but not limited to cell phones, smart phones, laptop computers, tablets, eReaders, and other electronic devices to school. However, network and internet access may or may not be granted for OCS networks. Upon approval by the principal, Superintendent, or other Superintendent's designee, network and internet access may be granted for an employee. All employees and their technology resources must adhere to the rules and regulations within this Employee Acceptable Use Policy for Technology Resources. OCS will not be held liable for any employee's personal mobile and/or electronic device which is damaged, lost, or stolen as a result of being brought to or used at OCS.

Copyright and Plagiarism:

1. Employees shall adhere to all copyright regulations. The illegal installation or use of copyrighted software is prohibited and subject to criminal prosecution.
2. Existing copyright law will be followed in using materials accessed through the Internet. Teachers will instruct students to respect copyright and to request permission to use materials when appropriate.
3. As in copyright infringement, plagiarism is not acceptable. Teachers will instruct students in appropriate research and citation practices.

Personal Safety:

1. Employees should not share their username and password. Employees will be held responsible for any activities undertaken with their identification or password.
2. Employees will immediately notify their supervisor if they receive communication from anyone that threatens, harasses, or makes the employee feel uncomfortable in any way.
3. OCS provides technology protection measures that include blocking or filtering Internet access to visual depictions and text that are obscene, pornographic, or harmful to minors. These measures cannot be considered 100% effective. Teachers must preview required websites and monitor students when using technology resources. Any material that is deemed inappropriate or a disruption of the learning environment should be reported to the principal and to the technology department.
4. OCS offers resources to employees and curriculum to students for education on online safety and the use of social media in regards to appropriate online behavior including interacting with other individuals on social networking websites, in chat rooms, and cyberbullying awareness.
5. OCS will adhere to all laws regarding employee privacy. However, OCS cannot control or be held liable for how other individuals (i.e. visitors, parents, students, etc.) use employee names and/or likeness obtained at school or during public school events.

CHAPTER 8.0 – AUXILIARY SERVICES

Inappropriate and Illegal Activities:

1. Employees may not use technology resources for commercial purposes, political activity, or personal gain.
2. Employees will not intentionally bypass OCS networks and filters by using proxies, third party software, devices, and/or other means.
3. Employees will not use OCS's computer system to engage in or arrange to engage in illegal acts that could violate federal, state, or local law, or Board of Education policies and procedures, (ie arranging for the purchase of alcohol, drugs, engaging in gang activity, threatening or harassing another person, cyberbullying, distribution of obscene or pornographic materials, or sexting).
4. Offensive language such as obscene, profane, lewd, vulgar, threatening, harassing, or disrespectful language and other inappropriate communications are unacceptable on any media accessed, viewed, created or stored on OCS technology resources.

Privacy:

1. All technology resources of OCS are intended to be used for educational and job related purposes. Communications and activities conducted by using OCS technology resources
2. are not private, and employees do not have any right to privacy when using these resources. School administrators may, and will, at their sole discretion, review communications, activities and data created on, contained on, or accessed through OCS technology resources.
3. Employees are hereby notified that monitoring software may be used that records any usage of OCS technology resources. OCS will utilize said software as needed to monitor its technology resources to ensure compliance with federal, state and local law, OCS policy, and OCS's educational objectives.
4. Employees are hereby notified that all electronic mail and instant messaging will be subject to OCS monitoring and storing (storage). Electronic mail and instant messaging messages may be reviewed by appropriate system employees at their sole discretion for compliance with system policy, federal, state, or local law.
5. Employees must adhere to all privacy laws.

Reference(s): *Code of Alabama 16-11-9, Children's Internet Protection Act*

Adopted: *January 19, 2017*

Revised:

CHAPTER 8.0 – AUXILIARY SERVICES

8.62 WELLNESS

The Opp City Board of Education believes a good education prepares students for all facets of life, including healthy living. In accord with the State Board of education's Implementation Guidelines for Exercise and Nutrition, the Opp City Board of Education supports activities to encourage student wellness, including:

1. Integrating nutrition information across the curriculum, aside from the health curriculum, when appropriate;
2. Providing students opportunities for physical activity such as physical education courses and intramural athletics;
3. Adopting regulations regarding reimbursable meals consistent with federal guidelines;
4. Encouraging students to participate in the school meal program for which they are eligible; and,
5. Supporting professional development for staff and informational programs for students on nutrition and physical education.

The Superintendent will designate an administrator to oversee the Board's efforts to promote student wellness and collaborate with parents, students, administrators and food authority representatives when developing student wellness policies and programs.

Reference(s): *Code of Alabama 16-11-9*

Adopted: *January 19, 2017*

Revised:

CHAPTER 8.0 – AUXILIARY SERVICES

8.63 CELL PHONE USE

The Opp City Board of Education may permit any student to carry a pocket pager, cellular telephone, or other electronic communication device while on school property and may permit any student to use a pocket pager, cellular telephone, or other electronic communication device, when such use is expressly and specifically permitted by the school administrator, teacher, or employee who is acting in a supervisory capacity at the time of the use.

Reference(s): *Code of Alabama 16-1-27, Alabama Legislative Act 89-953, Alabama Legislative Act 2006-530, §1*

Adopted: *January 19, 2017*

Revised:

CHAPTER 8.0 – AUXILIARY SERVICES

8.80 RECORDS RETENTION AND DISPOSAL

- I. The Opp City Board of Education shall establish and maintain a system for the retention and destruction of school records consistent with legal requirements to minimize record storage requirements and permit the Superintendent to administer the affairs of the Opp City School System more efficiently.
- II. After complying with the provisions of laws and rules, the Superintendent is authorized at his/her discretion to destroy general correspondence and other records, papers, and documents, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained according to Child Nutrition Program guidelines, and records of milk, bread and juice are to be maintained permanently.

III. **Document Preservation Plan and Litigation Hold for Electronic Records**

The Board shall adopt a document preservation plan to ensure that when a lawsuit is filed or reasonably anticipated, it takes special precautions to prevent the loss of potentially relevant electronic data. Electronic data includes all forms of electronic communications and records such as email, word processing, calendars, voice messages, videos, photographs and other digital information.

When a lawsuit is filed or reasonably anticipated, a litigation hold shall be issued to appropriate individuals, which shall define and identify records to be preserved and direct that the records be preserved and how to do so. A person receiving a litigation hold has a duty to preserve all records, whether existing or later created, in the person's possession or scope of responsibility that are identified in the litigation hold, effective immediately. The Board's duty to preserve records shall continue until the litigation, or the threat of litigation that prompted the litigation hold has ended.

After a lawsuit is filed and when the Board receives a request from an opposing party for production of electronic records, the Board's counsel and the Board will determine the best approach to take in order to efficiently produce a complete and accurate response.

Reference(s): *Code of Alabama 16-11-9, 16-13a-6, 36-12-2, 13-12-40, 41-13-1*

CHAPTER 8.0 – AUXILIARY SERVICES

Adopted: *January 19, 2017*

Revised:

CHAPTER 9.0 – SCHOOL -COMMUNITY RELATIONS

9.10 PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS

- I. Each Opp City School System principal is encouraged to cooperate with parent and school support groups. The school principal shall be responsible for forming and assisting organizations which are desired and necessary for the school program; such organizations shall be kept active by the school principal for the duration of their need and encouraged to maintain accurate financial and activity records.
- II. Parent-Teacher Groups – The Opp City Board of Education considers parent-teacher groups as auxiliaries to the public schools and not as “outside” groups. Whenever a local parent-teacher group is formed, it shall be permitted to hold its regular meetings in the school building, and it shall be the duty of the principal and the teachers of the school to further the work of the group in every way practicable. Meetings of these groups may be held in the school building with the permission of the school principal without the necessity of the lease required of “outside” groups.
- III. Booster Clubs and Parent Teacher Associations (PTAs)– It shall be the policy of the Opp City Board of Education to work with and encourage the support of band, academic, and athletic booster clubs and local school PTAs.
 - A. All booster club and PTA activities shall be authorized by and coordinated with the school principal.
 - B. If Booster Club or PTA funds are a part of the local school’s finances, then all funds shall be accounted for by the school principal; all purchases shall be approved by the school principal. If not, the treasurer of the organization must be bonded as prescribed in Local School Accounting guidelines. Also, copies of annual audits of booster clubs and PTAs shall be maintained at the local school and at the Central Office.
 - C. Booster clubs shall not directly or indirectly supplement the pay of band directors, coaches, advisors, or any other school employees without Superintendent and Board of Education approval.

CHAPTER 9.0 – SCHOOL -COMMUNITY RELATIONS

- D. All decisions concerning personnel employed by the Opp City Board of Education shall be strictly reserved as a Opp City Board of Education matter and shall not be the prerogative of booster clubs.
 - E. Any person paid solely by a citizen group must be approved by the Opp City Board of Education prior to being permitted to work with students in the local schools.
 - F. Booster club members are not permitted to recruit players and/or coaches from other public or private schools.
- IV. The Opp City School System administration shall appoint a federal program advisory council, a career-technical advisory council, and other appropriate parent advisory committees/councils as needed.

Reference(s): *Code of Alabama 16-11-9, 16-12-3, 36-25-1 et seq, Alabama Administrative Code §290-4-1- .01(2-3)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 9.0 – SCHOOL -COMMUNITY RELATIONS

9.15 PARENT INVOLVEMENT: FAMILY AND SCHOOL PARTNERSHIPS

- I. The Opp City School System and each school principal are encouraged to strengthen family involvement and family empowerment in the school. The Opp City School System will coordinate and integrate parental involvement strategies with school improvement, Title I, Title II, Title III, Title IV, Title VI, community involvement programs, business partnerships, and other community involvement activities. Parents will be afforded substantial and meaningful opportunities to participate in the education of their children.
- II. The Opp City School System will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective and comprehensive parent involvement programs which include the following:
 - A. Communication between home and school is regular, two-way and meaningful.
 - B. Communication between home and school includes conferences, telephone conversations, parent involvement meetings, written resource materials, community and system-wide surveys and needs assessments. (Educators shall maintain accurate records of home-school communications.)
 - C. Responsible parenting is promoted and supported.
 - D. Family literacy and parenting skills are emphasized.
 - E. Parents play an integral role in assisting student learning.
 - F. Parents help their children meet challenging state and local content and achievement standards.
 - G. Parents are welcome in school and their support and assistance are sought.
 - H. Opportunities to volunteer are frequently communicated.

CHAPTER 9.0 – SCHOOL -COMMUNITY RELATIONS

- I. Parent participation on advisory committees strengthens program review, planning and improvement.
- J. Parents are full partners in the decisions that affect children and families.
- K. Community resources are utilized to strengthen school programs, family practices and student learning.
- III. The Opp City School System will communicate parental choices and responsibilities to parents.
- IV. The Opp City School System will provide professional development opportunities for staff members to enhance understanding of effective parent involvement strategies through the professional development plan.
- V. The Opp City School System will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy
 - A. To determine the effectiveness of increasing parent participation;
 - B. To identify barriers to greater parent participation; and
 - C. To report the findings to the State Department of Education.
- VI. The Opp City School System will use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the parent involvement policies.

CHAPTER 9.0 – SCHOOL -COMMUNITY RELATIONS

Reference(s): Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-3-1-.02(2)(A), No Child Left Behind Act of 2001

Adopted: January 19, 2017

Revised:

CHAPTER 9.0 – SCHOOL -COMMUNITY RELATIONS

9.20 PUBLIC INFORMATION AND PUBLIC RELATIONS

Because the schools belong to the people who created them by consent and who support them by taxation, it is the declared intent of the Opp City Board of Education:

- I. To keep the citizens adequately informed through appropriate channels of communication on policies, programs, problems, needs, and the planning of the school system and to carry out this policy through its own efforts and the office of the Superintendent.
- II. To seek advice and opinion of the people of the community.
- III. To require Opp City School System staff members to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens and which would promote the welfare of the school system, provided that any news release by a particular school be approved by the principal or designee and that any release relating to the Opp City School System as a whole shall be approved by the Superintendent or designee.
- IV. Media requests for interviews with minor students will be denied unless parental permission is given.

References(s): Code of Alabama 16-3-11, 16-11-9, 16-12-2

Adopted: January 19, 2017

Revised:

CHAPTER 9.0 – SCHOOL -COMMUNITY RELATIONS

9.30 USE OF FACILITIES

- I. General Policy
 - A. The Opp City Board of Education believes the functions of school buildings and grounds should be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social and recreational needs of communities.
 - B. Use of school buildings by the community shall be considered a secondary function and shall be scheduled at times which do not interfere with regular school activities.
- II. Use Agreement – The Opp City Board of Education shall direct the Superintendent to develop administrative rules and regulations governing the use of school facilities. The use of school facilities by individuals or groups shall be governed by a signed use agreement between the individual or group and the Board. The use agreement shall contain, but is not limited to, the following:
 - A. A “hold harmless” agreement having the effect of holding the Board free from any liability arising from the negligence of the party using the facilities.
 - B. A statement requiring, with limited exception, any person or group leasing the school facilities to purchase liability insurance indemnifying the Board and its members as additional insured. A certificate verifying the purchase of such insurance should be presented to the Board at least twenty-four (24) hours prior to use of the facilities.
 - C. A statement that the individual or group lessee shall assume all responsibility for damage and/or maintenance expenses invested in the building, directly or indirectly resulting from lessee’s use.
- III. The Opp City Board of Education owned or controlled facility will not be used in any manner not covered under liability insurance purchased by the Board.

CHAPTER 9.0 – SCHOOL -COMMUNITY RELATIONS

IV. Limited Open Forum - Equal Access

- A. Non-curriculum related student organizations shall have the same opportunity to use school facilities as any other student organization, regardless of religious, political, philosophical, or other content of the speech at such meetings, subject to the right and obligation of the Board to maintain order and discipline on school premises and to protect the well-being of students and faculty.
- B. The principal of the school may approve use of the school facility by a non-curriculum related student organization provided that:
 - 1. The meeting occurs during non-instructional time and is attended by a school employee/designee who shall provide general supervision.
 - 2. The meeting is voluntary and student-initiated. Only students enrolled in the school may request the meeting.
 - 3. The meeting is not sponsored by the school, the Board, or employees thereof.
 - 4. The presence of Opp City School System authorities or Board employees at any religious meeting is non-participatory in nature. The presence of school employees is for observation only.
 - 5. The meeting does not interfere with regular instructional activities of the school.
 - 6. The meeting shall not be directed, conducted, controlled or regularly attended by non-school persons.
 - 7. The non-curriculum related student group shall not use the school name, school mascot name, or any name that might imply school sponsorship.

CHAPTER 9.0 – SCHOOL -COMMUNITY RELATIONS

- C. No school employee shall be compelled to attend a meeting of any student organization if the content of the speech at such meeting is contrary to the beliefs of the employee.
- D. Any student organization seeking to meet on school property during non-instructional time shall submit a written application to the school principal. Application shall include the following information:
 - 1. The name of the organization.
 - 2. A general statement of the purpose of the organization.
 - 3. A description of the qualifications for membership, if any.
 - 4. A statement that the students understand and agree to comply with this equal access policy.
 - 5. A proposed schedule of meetings and activities.
- E. The principal shall deny approval to any organization whose purposes, qualifications for membership, or proposed activities are unlawful.
- F. Failure to comply with this policy shall be grounds for revocation of the right to continue to conduct meetings under this policy.

Reference(s): *Code of Alabama 16-1-25, 16-10-11, 16-11-9, 16-11-11, 16-11-12, 16-12-3(A)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 9.0 – SCHOOL -COMMUNITY RELATIONS

9.40 ADVERTISING IN SCHOOLS

Opp City School System facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency or individual organization; nor shall Opp City Board of Education employees or students be employed in such a manner. Advertising on school buses shall be prohibited. The following are exceptions:

- I. School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.
- II. A school may use film or other educational materials that contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.
- III. The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.
- IV. Demonstrations of educational materials and equipment shall be permitted with the principal's approval.
- V. Schools may utilize athletic facilities for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.

Reference(s): Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-4-1-.01(3)(A)

Adopted: January 19, 2017

Revised:

CHAPTER 9.0 – SCHOOL -COMMUNITY RELATIONS

9.50 DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS

Literature or materials that originate from out-of-school sources shall be approved by the Superintendent or designee prior to distribution to Opp City School System students.

The principal shall prohibit all forms of canvassing or soliciting of teachers or students on Opp City School System premises during school hours except as otherwise approved by the Superintendent. No literature or materials from out-of-school sources shall be distributed to homes by students without the approval of the Superintendent or designee. Student or school surveys by outside groups or organizations require the approval of the Superintendent or designee.

Reference(s): Code of Alabama 16-11-9, 16-12-3

Adopted: January 19, 2017

Revised:

CHAPTER 9.0 – SCHOOL -COMMUNITY RELATIONS

9.60 VISITORS

Any person entering the premises of a Opp City School System school shall report to the principal or designee and make known the purpose of the visit.

- I. This policy does not apply to routine deliveries or scheduled maintenance visits.
- II. The Superintendent or designee shall develop a plan for visible identification of visitors or other persons who are not students or employees of the school.
- III. A student not enrolled in the school or a student not accompanied by a parent/guardian is prohibited from visiting a school unless otherwise approved by the principal.
- IV. Parents/guardians are invited to visit the schools. To avoid interrupting the daily program, the parent should request a conference for after school hours or during a teacher's planning period. Parents/guardians are encouraged to plan such conferences with teachers and shall sign in at the principal's office and be issued a visitor's badge at the time they arrive on the campus.
- V. Any person who enters or remains upon Opp City School System property without legitimate purpose may be found to be trespassing, subject to arrest and penalties as defined by statutes.
- VI. No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a Opp City school while school is in session or attend any Opp City school activity unless the adult sex offender does all of the following:
 - A. Notifies the principal or the school, or his/her designee, before entering onto the property or attending the school activity;
 - B. Immediately report to the principal of the school, or his/her designee, upon entering the property or arriving at the school activity; and,
 - C. Complies with any procedures established by the school to monitor the whereabouts of the sex offender during his or her presence on school property or at a school activity.

CHAPTER 9.0 – SCHOOL -COMMUNITY RELATIONS

Reference(s): *Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-3-1-.02(A), Alabama Legislative Act 2014-241*

Adopted: *January 19, 2017*

Revised:

CHAPTER 9.0 – SCHOOL -COMMUNITY RELATIONS

9.70 RELATIONS WITH GOVERNMENTAL AUTHORITIES

The Opp City Board of Education will cooperate with local, state, and federal organizations and agencies when it is in the best interest of the system.

The Superintendent may initiate or accept proposals and requests for cooperative endeavors; final action shall be subject to Board review and approval.

Community relations of a continuing nature may be temporarily approved by the Superintendent if they involve no cost to the system and will neither disrupt the school system nor involve substantial use of facilities or personnel.

Formal agreements shall require Board approval. The Opp City Board of Education shall also review and approve major cooperative agreements or arrangements between other school systems, colleges, universities, correctional schools, or other educational organizations. Local schools, teachers, school clubs, and/ or employees may not enter into any contract with vendors or other agencies without Board approval.

Guidelines related to joint activities and requests for cooperation shall address costs that may be incurred, the extent of school personnel involvement, and prior agreements or arrangements with the same or similar organizations.

Reference(s): Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-4-1-.01(2)

Adopted: January 19, 2017

Revised:

CHAPTER 9.0 – SCHOOL -COMMUNITY RELATIONS

9.80 PUBLIC GIFTS TO SCHOOLS

The Opp City Board of Education may receive gifts that may serve to enhance and extend the work of the schools.

Equipment contributed to the schools becomes the property of the Opp City Board of Education and is subject to the same controls and regulations that govern the use of other Board property.

Contributions of equipment or services that may involve major costs for installation or maintenance, or continuing financial commitments from school funds shall be presented by the Superintendent to the Opp City Board of Education for consideration and approval.

Individuals or organizations desiring to contribute supplies or equipment shall consult with school officials regarding the acceptability of such contributions in advance of the contribution.

All employees in a position to receive gifts in the name of a school or the school system shall apply a test of “reasonableness” to the gift. Reasonableness may be defined as anything that might not be construed to influence the decision makers in the purchase of school-related goods and services.

Reference(s): *Code of Alabama 16-3-29, 16-3-30, 16-3-31, 16-11-9, 16-11-11, 16-12-3, Alabama Administrative Code §290-4-1-01(3)*

Adopted: *January 19, 2017*

Revised:

CHAPTER 9.0 – SCHOOL -COMMUNITY RELATIONS

9.90 PUBLIC COMMENTS

Constructive comments regarding the schools are welcomed by the Opp City Board of Education when motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has, however, confidence in its professional staff and desires to support their actions so that they may be free from unnecessary, spiteful, or negative criticism or complaint. Therefore, when a complaint is made to the Board or an individual, it will be referred to the school administration for possible resolution.

Public Comment Procedures

The Opp City Board of Education advises the public that the proper channeling of complaints involving instruction, discipline, learning materials, or other school matters is as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

The Opp City Board of Education will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level. Complaints that involve the “good name” or “character” of an individual shall be heard in executive session.

Reference(s): *Code of Alabama 16-11-9, 16-12-3, Alabama Administrative Code §290-4-1, Alabama Open Meetings Act*

Adopted: *January 19, 2017*

Revised: