

Policy Manual



DeKalb County Board of Education

Effective 8/1/2017

The Online edition of the Policies and Procedures Handbook is the only, current, updated, and Board approved version.

BOARD OF EDUCATION

Matt Sharp, Chairman
Jeff Williams, Vice Chairman
Randy Peppers, Member
Mark Richards, Member
Terry Wootten, Member

Hugh Taylor, Superintendent

ACKNOWLEDGMENT

The Board wishes to acknowledge all input and assistance received in the revision of this policy handbook and others over the years.

DISCLAIMER

The policies in this handbook are approved by the DeKalb County Board of Education. Errors and/or Board approved omissions in this handbook are subject to clarification by the Superintendent or his designee.

DeKalb County Board of Education Policy Manual

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Preface

The DeKalb County Board of Education (also referred to as the Board) is a policy making body and is obligated to act in the best interest of all the people. To carry out its function of providing good schools for the students, the Board has the responsibility of prescribing rules and regulations for the conduct and management of the schools and for maintaining a uniform and effective system throughout the county.

Most policies and regulations included are standard in Alabama and elsewhere and have been in effect for many years. The Board must adhere to laws and guidelines set forth by the state and federal courts, the Code of Alabama, the Legislature, the State Board and State Department of Education.

Policies are developed in order to give continuity, stability, and consistency of Board action and to insure that fairness and justice are administered on an equitable basis.

With new legislation taking place each year, handbooks will be revised and amended as necessary. Any policies previously approved by the Board and not amended or rescinded are still in effect.

Definitions

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

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

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

I. Mission Statement

The mission of the DeKalb County Public School System is to produce healthy, well-adjusted graduates who are academically competent and who have the career and life skills necessary to become contributing and productive citizens, and to provide services for all students, regardless of differences, to enable them to take their place in society.

II. School Board Operations

2.1 *Board Composition and Organization*

2.1.1 Composition – The DeKalb County Board of Education is composed of five (5) members who are elected to six (6) year terms by qualified electors of DeKalb County, Alabama.

Members may not be employees of the Board.

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

2.1.2 Resignation – Prior to the completion of a term of office, a Board member may submit a written resignation for approval by the Board. Additionally, a Board member is considered resigned when his permanent residence is no longer in DeKalb County. Any resulting vacancy shall be filled pursuant to state law.

[Reference: ALA. CODE §16-8-6]

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

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

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

2.2 *Authority and Duties of Board Members*

2.2.1 Authority – The Alabama State Legislature and State Board of Education has granted the DeKalb County Board of Education authority for the proper administration and management of the free public schools within DeKalb County with the exception of the City of Fort Payne. The Board shall also have authority to determine and establish written educational policy for the school district and shall prescribe such rules and regulations for the conduct and management of the schools as deemed necessary. Board authority will only be exercised collectively through action taken in accordance with applicable statutory and parliamentary procedures. Individual Board members have no authority to bind the Board or to act on behalf of the Board except when authorized to do so by official action of the Board.

2.2.2 Mission and Goals for Improvement – The Board shall provide the school system with a mission statement and goals, subject to periodic review and revision, as necessary, and shall set goals for improvement in the system for each school year. It is the goal of the DeKalb County Board of Education for all schools to meet and maintain standards for accreditation with the Southern Association of Colleges and Secondary Schools, or as required by the State Department of Education. All High Schools are required to hold

membership in SACS.

The DeKalb County Board of Education believes that strategic planning is the process by which the guiding members of an organization envision its future and develop the necessary procedures and operations to achieve that future. It is the process of self-examination, the confrontation of difficult choices, and the establishment of priorities. It requires an agreement on the beliefs and mission of the system and the establishment and attainment of clear goals and objectives to achieve the desired results within specified time frames.

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

I. CONDUCT OF INDIVIDUAL

1. Attend and participate in regularly scheduled and called board meetings.
2. Read and prepare in advance to discuss issues to be considered on the board agenda.
3. Recognize that the authority of the board rests only with the board as a whole and not with individual board members.
4. Uphold and enforce applicable laws, rules and regulations of the local board and the State Board of Education, and court orders pertaining specifically to the school system.
5. Render all decisions based on available facts by exercising independent judgment instead of the opinion of individuals or special interest groups.
6. Work with other board members and the superintendent to establish effective policies to further the educational goals of the school system.
7. Make decisions on policy matters only after full consideration at public board meetings.
8. Comply with the requirements of the School Board Governance Improvement Act.
9. Communicate in a respectful, professional manner with and about fellow board members and the superintendent.
10. Take no action that will compromise the board or school system administration.
11. Refrain 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. Inform the superintendent and fellow board members of business relationships or personal relationships for any matter that will come before the board.
13. Abstain from voting on or seeking to influence personnel or other actions involving family members or close associates or private interests.
14. Communicate to the board and the superintendent public reaction to board policies and school programs.
15. Advocate for the needs, resources, and interests of the public school students and the school system.
16. Safeguard the confidentiality of nonpublic information.
17. Show respect and courtesy to staff members.

II. CONDUCT OF INDIVIDUALS AT BOARD MEETINGS

1. Work with other board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.
2. Take actions that reflect that the first and foremost concern is for the educational welfare of all students attending system schools.

3. Make decisions in accordance with the interests of the school system as a whole based on system finances available to accomplish educational goals and comply with the School Fiscal Accountability Act.
4. Abide by and support all majority decisions of the board.
5. Act on personnel recommendations of the superintendent in a timely manner, particularly when there are financial implications of such decisions.
6. Approve operating budgets and budget amendments that are aligned with system goals and objectives and are fiscally responsible.
7. Honor and protect the confidentiality of all discussions during executive session of the board.

III. CONDUCT OF THE BOARD AS A WHOLE

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

2.3 *Board Member Training and Compensation*

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

[Reference: ALA. CODE §16-8-5 (1975)]

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

- a. Orientation for newly elected or appointed school board members;
- b. Training or consulting workshop for the local Board as a whole. Board members should attend the Alabama Association of School Boards (AASB) District 6 meeting each year and provide a report to the Board about the experiences/information received at the district meeting;
- 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. A delegate and an alternate delegate will be selected by the Board for voting purposes at the state meeting.

2.3.3 **Source of Training and Report** – The Board recommends the requirements of this policy be

satisfied by participation in training provided by the Alabama Association of School Boards or other sources considered knowledgeable in school board governance and leadership and approved by the Board.

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

[Reference: ALA CODE §16-1-41 (1975)]

2.4 Board Meetings

- 2.4.1 General Provisions – The Board will hold at least five regular meetings per year, an annual meeting in November, and specially called meetings in accordance with applicable statutory requirements and as dictated by the needs of the school system. All meetings of the Board will be open to the public except as may otherwise be required or permitted by law.

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

- 2.4.2 Time and Place – All meetings, including special meetings, may be held at such place and time as the duties and business of the Board may require. Public notice of the dates, times, and places of meetings of the Board will be given in the manner prescribed by law. Board members will be given such advance notice of specially called meetings as is practicable under the circumstances.

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

- 2.4.3 Agenda Preparation and Dissemination – The Board Chairman shall direct the Superintendent to prepare, or cause to be prepared, an agenda for all Board meetings.

- 2.4.4 Rules of Order – Board meetings will be conducted in accordance with the rules generally adopted by deliberated bodies for their governance (usually Roberts Rules of Order Newly Revised) shall be observed by the DeKalb County Board of Education. A majority of the whole Board will constitute a quorum for purposes of transacting Board business except as may otherwise be provided by law.

- 2.4.5 Public Participation – It shall be the policy of the Board of Education to conduct all meetings in full view of and with welcomed participation by the public. The Board encourages citizens of the community to appear and bring before the Board any matter deemed important to the improvement of the school district.

All delegations or individuals who wish to appear before the DeKalb County Board of Education shall submit such requests in writing to the Superintendent at least five (5) working days prior to the meeting date, stating what matters are to be presented to the Board and the approximate time such matters should consume at the meeting. The Superintendent shall have the authority and time to investigate and determine whether items requested are significant enough to warrant Board action and inclusion on the agenda. A place on the agenda has been designated by the Board for hearing requests from individuals or groups. Each delegation appearing before the Board shall select one person in advance as its spokesperson and provide their name to the Superintendent. Only person(s) or group(s) properly requesting an appearance before the Board shall be allowed to speak at Board meetings. The Board, at its discretion, may address questions to persons who address the Board after the presentation is completed. The Board shall have authority to terminate the remarks or remove any person when such remarks become personal in nature or such person disrupts, becomes boisterous, or interferes in any manner with the orderly process of the meeting. All delegations appearing before the Board shall make their presentations as brief and concise as possible. The Board

shall be guided by its previously adopted policies in arriving at a decision on matters brought up by any such delegation.

[Reference: ALA. CODE §16-8-9 (1975)]

- 2.4.6 Petitions and Anonymous Letters – Petitions, as a rule, present only one side. The DeKalb County Board of Education will consider all evidence and facts for both sides. Anonymous letters, either for or against a particular issue or person, are not considered by the Board of Education.

2.5 *Superintendent's Responsibilities, Qualifications and Term*

- 2.5.1 Role, Responsibilities, Qualifications, and Term – The Superintendent serves as the chief executive officer of and secretary to the Board. The Superintendent may exercise such prerogatives and duties as are prescribed by statute, as are delegated or specified in an employment agreement, or as are otherwise lawfully assigned by the Board. The Superintendent must possess the minimum qualifications for the position that are established by law. The Superintendent's term will be as established by law.
[Reference: ALA. CODE §16-8-7 (1975)], 16-9-1, et. seq.]
- 2.5.2 Scope of Executive and Administrative Authority – In addition to specific grants of authority set forth in particular Board policies, the Superintendent is authorized to develop and implement such lawful and reasonable rules, regulations, operating procedures, administrative directives, or like measures as are directed to compliance with legal requirements or attainment of the objectives of Board policy.
- 2.5.3 Superintendent's Duties – The Superintendent shall act as the chief executive officer of the Board. He shall have, under the direction and policies of the Board and in accordance with state law and regulations of the State Board of Education, responsibility for the management of the school system and the supervision of all personnel in the system. The Superintendent shall be authorized to delegate to other employees of the Board such responsibilities imposed on him by the Board as he may deem necessary. Delegation of responsibility to other personnel of the system shall not relieve the Superintendent of his responsibility for the total operation of the schools. The general scope of duties of the Superintendent shall include, but not be limited to, the following:
- a. To exercise, pursuant to state statutes and under the direction of the Board, general supervision of all the public schools in the school district.
 - b. To enforce all provisions of law and all regulations relating to the management of the schools, and other educational, social, and recreational activities under the direction of the Board of Education.
 - c. To attend all meetings of and as Chief Executive Officer of the Board of Education; to have the right to speak on all matters but not the right to vote; and to bring such matters before the Board as seem to him necessary for the general welfare of the schools.
 - d. To keep abreast of and to keep the Board of Education informed concerning acceptable, modern school practices, and to make such recommendations to the Board as shall lead to the establishment of standards which will assure growth and progress of the school district.
 - e. To carry out the policies adopted by the Board under such powers as may be delegated by the Board.
 - f. To initiate those matters required of the Superintendent under Alabama law as set forth in ALA. CODE §16-8-1, et. seq., §16-9-1, et. seq. and other applicable areas respecting the duties and responsibilities of the county superintendent.
 - g. To exercise general supervision over all employees, and have the right to

nominate, assign, place on administrative leave with pay, and transfer all employees. All appointments and transfers are subject to a written recommendation from the Superintendent and the approval of the Board. All of these actions must follow state law.

- h. To suspend any pupil from the schools whenever, in his judgment, the best interests of the schools are served.
- i. To assure the proper maintenance of all school district records.
- j. To plan, prepare, and administer the budget as enacted by the Board, acting at all times within legal requirements and in accordance with policies of the Board.
- k. To represent the School System in community affairs.
- l. To perform such official duties as may be prescribed by law or the Board.
- m. To collaborate and consult with the Board to maintain a continuing strategic planning process that results in focusing the system's human and financial resources on a strategic plan which defines the system's shared vision and values.
- n. The Superintendent shall promptly notify Board Members of any emergency which occurs in the schools.

[Ref: ALA. CODE §16-8-7, §16-9-12 to 33 (1975).]

2.6 *Recordkeeping and Retention of Board Records*

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

[Reference: ALA. CODE §§16-1-3 through 5; 16-8-34; 36-12-1, et seq. (1975)]

2.7 *Association Membership*

The Board will maintain membership in the Alabama Association of School Boards.

III. Fiscal Management

3.1 Chief School Financial Officer

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

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

3.2 Budget

A system-wide budget will be developed and approved for each fiscal year, which extends from October 1st to September 30th of the following year. Preparation, presentation, submission, and approval of the budget will be undertaken and completed as provided for in state law and regulations. Each school year the Superintendent will have the annual system-wide operating budget prepared and presented to the public at two open public meetings, prior to September 15, submitted for adoption by the local Board of Education, and forwarded to the State Superintendent of Education.

The development of local school budgets shall be conducted in accordance with all pertinent local, state, and federal laws and timelines. Principals will seek input from their respective school's faculty, staff, parents, and committees, as applicable, when preparing the local school budget. Faculties and staff shall have an opportunity to vote by secret ballot on specific portions of the local school budget as required by existing state law.

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

3.3 *Accounting*

Generally accepted accounting standards as prescribed by the Government Accounting Standards Board (GASB) or other governing authority will be applicable in the administration of all Board and school finances. All Board and school accounts will be recorded and reconciled in the financial records in a timely manner. All reports required by the State Department of Education will be completed in a timely manner with copies provided to Board members.

3.4 *Accounting & Fiscal Operations Manual Authorized*

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

3.5 *Audits*

Business and financial transactions of the Board and the records of the Board financial accounts will be audited in accordance with auditing standards generally accepted in the United States of America and in accordance with Alabama state law. The DeKalb County Board of Education shall require all general financial records and accounts, including business transactions and other records of the school district and each school, such as attendance, to be maintained in an "audit ready" condition. All records are subject to audit by the Department of State Examiners of Public Accounts and from other agencies as prescribed by law. Said audits, upon completion, shall be presented to the Board for examination. A financial audit shall also be made of appropriate accounts whenever, in the opinion of the Board, a financial audit is deemed advisable. Internal auditors as well as a certified public or reputable accounting firm may be contracted for such audits as necessary. All audits shall be conducted and filed in accordance with statutory provisions. Should any errors or discrepancies be found as a result of any audit, those personnel found responsible for such shall be subject to disciplinary action. Teacher Receipt books must be retained at the local school unless required for audit purposes.

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

3.6 *Inventories*

The DeKalb County Board of Education directs that all fixed assets of the school district be inventoried, and a perpetual inventory record be maintained in the Central Office and each building Principal's office. An inventory audit shall be made as required by the Board of Education and shall be as comprehensive as deemed necessary to assure that all fixed assets are properly accounted for as required. All equipment with a unit cost of \$5,000 or more is considered a fixed asset and must be included in the fixed assets accounting and inventory system as required by GASB Statement No. 34.

Equipment items not classified as fixed assets due to the unit cost criteria must be controlled through a supplemental inventory, recording the type of equipment, the quantity of item by location and a cost (average, actual or replacement) for item. A copy of this supplemental inventory shall be on file in the Central Office and in the Principal's office. Any items determined locally to be worn out, damaged, defective, or obsolete in any way, are to be identified as such on the inventory report and remain until the next year and/or until permission is granted by the Superintendent for the sale or disposal of said items.

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

3.7 Purchasing

- 3.7.1 Purchase Orders – Teachers, as well as all other school system personnel, are required to obtain approval from the Principal (local school level) or Principal and Superintendent (county level), as applicable, and secure his/her approval in writing in the form of a purchase order (P.O.) or requisition, using a P.O. number and dating system, before obligating the school to any payment for merchandise or services. These procedures must be followed before payments for purchases will be processed. Invoices dated before the approval process will not be paid by the DeKalb County Board of Education or any school/department in our organization.
- 3.7.2 Adherence to Ethics Law – Employees shall adhere at all times to the provisions of the Alabama Ethics Law in all matters related to purchasing.
- 3.7.3 Bids and Quotes – The DeKalb County Board of Education directs that expenditures of public school monies in excess of \$15,000 made by the Board of Education for labor, services, work, or the purchase or lease of materials, equipment, supplies or any other personal property, with limited exception, shall be contracted by free and open competitive bidding with sealed bids and shall be awarded to the lowest responsible bidder meeting specifications as required by State law. The Board of Education shall request quotes from an adequate number (minimum of 3 when possible) of known suppliers in order to obtain the lowest possible price for school money. The Board of Education encourages the purchase of all materials, equipment, and supplies through the quotation process, even though the amount may not be required by the bid law, in order to obtain the best possible price for school money.
- 3.7.4 Instructional Supply Funds – Instructional supply funds when allocated from the State to teachers are intended to provide adequate supplies for the instructional program. Funds shall be spent in line with state and local policies. Purchase Order procedures are required for all purchases unless a Debit Card program has been adopted for any fiscal year. These allocations must be spent during the fiscal year in which they were allocated.
- 3.7.5 Debit Card – The DeKalb County Board of Education may authorize the use of debit cards for purchasing, effective when debit cards are available and authorized by the Superintendent. The deadline for using and turning in cards is April 1. Cardholders are required to sign an agreement that outlines the purchasing procedures with the DeKalb County Board of Education prior to being issued a debit card. Debit Card privileges may be suspended by the principal or superintendent for failure to follow the agreed upon procedures.

Debit Card Procedures include but are not limited to:

- a. The cardholder agrees to use the card exclusively for classroom instructional support.
- b. The cardholder agrees to obtain a legible receipt with an itemized listing for each purchase made with the card.
- c. The cardholder agrees to inform the merchant that purchases with the debit card are exempt from Alabama sales tax.
- d. The cardholder agrees to reimburse the Board or to obtain other funds for the expenditure for purchases that are determined to be an unallowable expenditure, purchases that do not have a legible or itemized receipt, Alabama sales tax added to the purchase, or purchases that exceed the limit of the allocated funds.
- e. The cardholder agrees to turn in the card and receipts by April 1.

3.8 *Deposit and Expenditure of Funds*

3.8.1 Deposits – All funds of the Board will be deposited with qualified depositories, as defined by law, in the manner prescribed by the Chief School Financial Officer and the accounting and fiscal operations manual. The Board requires that school funds be deposited on a daily basis, whenever possible.

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

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

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

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

3.9 *Employee Compensation*

3.9.1 Salaries and Pay Rates – The DeKalb County Board of Education shall enter into contracts of employment with teachers and other personnel as needed. The salary of a Principal, classroom teacher and all other employees shall be in accordance with the Board of Education’s salary schedule, appropriate for the position, as determined by certification, training, experience, and/or any other criteria approved by the Board of Education in keeping with the laws of Alabama. Professional personnel shall be required to notify the Superintendent or his designee whenever an employee receives a higher certificate or additional training that would result in an increase in salary. Any individual or group exceptions must have Board of Education’s approval and be specified in the minutes. The Board of Education, at its discretion, may approve salary supplements to certain

instructional personnel who assume special duties, i.e. coaches, band directors, and cheerleader sponsors.

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

3.9.2 Payroll Procedures – The DeKalb County Board of Education has established the following procedures for the purposes of payroll preparation and payment of employee salaries.

- a. The DeKalb County Board of Education delegates payroll preparation for the payment of employee salaries to the Superintendent or his designee. The payroll shall be in accordance with the salary schedules/guidelines approved by the Board of Education and any rules or regulations promulgated by the State Superintendent of Education.
- b. The Board of Education authorizes the payment of all employee salaries of the school district on the first day of each month. If the first day falls on Sunday or a legal holiday, the checks will be released the following day.
- c. No regular or regular part-time employee shall be paid on any payroll unless approved by the Board of Education. Contracts will reflect Board action as to placement on a salary schedule. Principals shall certify and submit a payroll each month containing the names of all employees, days worked, and absences.
- d. All employees including substitutes must provide a copy of their social security card, along with withholding and other required forms.
- e. Each new employee must furnish a satisfactorily completed I-9 (immigrant form) and be E-Verified within the first three days of employment, in keeping with federal regulations.
- f. Substitute bus drivers must be licensed, trained and medically fit in keeping with transportation policies. Substitute lunchroom workers must provide a medical statement and be approved by the Principal, with application to CNP Director.
- g. Substitute teachers shall have a valid substitute certificate on file.
- h. All employees who work four hours per day or more on a regular basis are required to make application to the Teachers' Retirement System, and are considered full-time for insurance and retirement purposes. The TRS determines the amount of retirement credit an employee receives each year.
- i. All new employees (full-time, part-time or substitute) must have a background review meeting suitability criteria by the Alabama Bureau of Investigation before beginning any assignment unless they have a background review cleared through the State Certification Department within the last two years. In extreme emergencies, application may be made for a temporary waiver.
- j. All teachers will be paid in accordance with their employment contract, and the approved salary schedule, taking into consideration their highest level of degree, certificate, tenure status, and years of experience.
- k. No changes in salary, titles, nor hours/days worked, shall be made without first advertising and obtaining recommendation of Superintendent and approval of the Board of Education.
- l. Payrolls must reflect an accurate report of days/hours worked during the month. All leave/vacation time or other absences must be shown.
- m. Assistant Principals in K-12 schools - A portion of contract days may be worked during the summer, when the Principal is away on vacation or attending a meeting, and reported accurately on the payrolls.
- n. K-12 secretaries, who are on a 10 months contract (approved as a 9 months' contract plus 40 half days) may work a combination of full days and half days during the

- summer if requested by the Principal as long as the full number of days are worked and reported accurately on the payroll.
- o. Employees are encouraged to report any discrepancies in salary or deductions at the earliest possible time, whether over paid or under paid, in order for corrections to be made. Overpayments shall be deducted from monthly salary.
 - p. Principals will submit a payroll each month of the school year including summer months verifying that employees have completed their contract days.
 - q. All regular and regular part-time employees will be paid in twelve monthly payments, regardless of whether they work 9, 10, 11 or 12 months.
 - r. Cuts or Reductions in Salary: If an employee uses all accumulated leave time or it is necessary to reduce salary due to termination or other reasons, the employee will be cut based on his daily earned rate of pay.
 - s. A nine months' employee's daily earned rate is calculated by dividing the annual salary by 187, with the exception of bus drivers.
 - t. Other employees with 9 1/2, 10, 11 and 12 month's contracts will have their daily rate determined by dividing the annual salary by the appropriate number of days. The scholastic work days are exclusive of holidays.
 - u. Calendar month employees (12 months) will have their daily rate determined by dividing annual salary by 242. Annual leave days are earned at the rate of one day per month. No more than 15 days may be carried forward after June 30.
 - v. Contracts or payroll checks, issued in error, may be corrected, by law, and by Board policy whether the error is an overpayment or underpayment of gross pay or an error in a deduction.
 - w. Coordinators, Supervisors, Administrators, and Central Office employees, work from 8 a.m. to 4 p.m. with time out for lunch unless the Superintendent gives approval to a different time schedule. Placement on the Salary Schedule is set at time of employment by the Superintendent or designee.
 - x. Salary supplements will be considered by the Board at the same time as all other salary increases. The Board is not responsible for commitments made by other groups, individuals, or organizations.
 - y. Regular bus driver's pay for extra bus trips/field trips will be paid by the school and sent to the Central Office for disbursement.
 - z. Substitute bus drivers (who are not regular drivers) who must drive an excessive distance to get to their bus for the day will be paid the current state mileage rate for every mile over 12 miles en-route to and from the bus. Substitutes must complete a mileage claim form to receive this payment.
 - aa. Salary increase for a new, higher rank of certificate or degree will be paid upon certification by the Alabama State Department of Education.
 - bb. The local school Principal or his/her secretary shall place payroll checks in individual employee envelopes prior to placing in mail boxes. Employees should keep payroll information confidential.
 - cc. A bonus approved for CNP employees will be available immediately upon completion of ASFSA certification. The bonus amount will be spread out over remaining checks for the year in which earned.
 - dd. All DeKalb County Employees will be required to participate in Direct Deposit.

3.9.3 Local Supplements – School-related booster or support organizations may fund local supplements for individual Board employees. Such payments may be approved by the Superintendent and/or his designee only if the following conditions are satisfied:

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

3.9.4 Salary Administration – Employees are expected to fulfill the work requirements of the position held for the full term of their appointment. Compensation will be prorated to reflect the number of days actually worked, subject to appropriate adjustments, credits, and allowances for available leave. Salaries for full time employees will be paid over twelve months regardless of the contract term, with the exception of eligible first year teachers who may be paid over thirteen (13) months upon the recommendation of the Superintendent. Personnel will be paid in accordance with customary payroll procedures, which may be modified from time to time as the needs of the system require. No employee is entitled to compensation except for work performed by the employee in accordance with an approved contract or the applicable terms of appointment. Compensation may be withheld pending the employee’s timely, accurate, and complete submission of all required records, data, and reports.

3.9.5 Salary Deductions

- a. The DeKalb County Board of Education maintains that salary deductions which are statutory (Social Security, federal income tax, state income tax, retirement, etc.) or legislated or approved by the local Board of Education will be deducted in accordance with applicable laws and regulations. Any voluntary deductions desired by an employee must be authorized by the Board of Education and said request must be submitted in writing by the employee.
- b. The employee shall also sign a form authorizing said salary deduction and verifying knowledge of all Board regulations governing salary deductions.
- c. The Board shall only be, responsible for making approved salary deductions as requested in writing by any employee of the Board. Under no circumstances will special arrangements be made as to the commencement or transaction of salary deductions.
- d. No new deductions will be approved (except those legislated or mandated by the State Board or by state or federal regulatory agencies) unless at least 10% of employees make application.
- e. All changes in employee deductions, except those due to marital status, death or birth, shall take place during the first month of the school term or during the first two weeks of the second semester.
- f. Payroll errors are to be corrected as soon as possible.

- g. Regarding errors that involve federal and state tax deductions through mistake, the Board will be responsible and abide by legal requirements and guidelines. However, the Board shall not be liable for any damages over and above the actual cost of the error.
- h. The payroll department shall not assist in preparation of an employee's withholding forms except to offer general information. It shall be the employee's responsibility to determine the number of exemptions to be claimed. Regarding insurance and tax-sheltered annuities, when amounts have been correctly deducted and remitted by the Board, said Board shall bear no further responsibility or liability for subsequent transactions.
- i. A Cafeteria Plan or "fringe benefits" plan will be available to employees subject to their review and approval of changes on an annual basis.

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

3.9.6 Minimum Wage and Overtime – In compliance with the Fair Labor Standards Act (“FLSA”), the Board will pay required minimum hourly wages and approved overtime to all employees who are non-exempt employees under the FLSA. For purposes of determining overtime, the workweek begins at 4:30 p.m. on Friday and ends at 4:29 p.m. on the succeeding Friday. All non-exempt employees who are approved to work more than forty (40) hours in a work week will be paid overtime. Employees must accurately report all time worked for the Board in the manner prescribed by the Superintendent. Non-exempt employees are not authorized to work more than forty (40) hours in a workweek without specific direction or authorization to do so by the Superintendent, or his designee.

3.9.7 Compensatory Time - Permission to work extra time must be obtained from supervisor. Employees may not accumulate more than one hundred sixty (160) hours actual hours worked (240 hours compensatory) in compliance with Wage and Hour regulations. Superintendent's approval is required for employee to work above eighty (80) hours. Overtime hours do not start until an employee has worked over 40 hours in one week exclusive of lunch, sick leave, personal leave, annual leave, and taking accrued compensatory time. Example, to be eligible for overtime, an employee would have to be on the job 8 hours per day for 5 days in any one week. All time above this for the week would be overtime. Time off may be given in lieu of overtime pay, at a rate of not less than one and one-half hours for each hour of overtime worked, but only in keeping with an agreement arrived at between the employer and employee before performance of the work. An employee shall be permitted to use accrued compensatory time within a reasonable period after it is requested if to do so would not unduly disrupt the operations of the employing agency. Number of hours to be worked, dates for compensatory time off, and other details must be agreed upon prior to overtime worked. (Note: Waiver by employee to claim overtime is prohibited.) Compensatory time is to be discouraged except in an emergency. Office and Shop Personnel may be required to work overtime (compensatory time) with prior approval of supervisor/Superintendent. Records are to reflect accurate accounting.

3.9.8 Wage and Hour Regulations

No employee is to work more than forty (40) hours per week, either in one or a combination of positions, unless prior approval is obtained from the Superintendent. To exceed forty hours involves overtime salary, which the Superintendent has to approve, or compensatory time, which requires prior approval from the Superintendent. Time must be documented using the VeriTime/AESOP systems provided.

3.9.9 Payroll Direct Deposit

All employees shall be required to participate in the direct deposit of the employees payroll check. The appropriate direct deposit forms shall be made available through the Payroll Department. In the event that the payroll payment cannot be directly deposited into the employees account, then a check will be issued to the payroll address of record or delivered by other means as directed by the Chief School Financial Officer. The employee will be responsible for notifying the payroll department in writing of any change in banks, bank account numbers, or account closing concerning the direct deposit account.

3.10 *Expense Reimbursement*

The DeKalb County Board of Education shall authorize the Superintendent to establish procedures for reimbursement of expenses incurred by personnel while on official Board business. All travel must be related to position and duties and have approval of Superintendent. If not on an approved annual expense allowance, reimbursement for any expense incurred by an employee in service to the system shall require the prior approval of the Superintendent. All time away from anyone's duties for travel outside the county shall have prior approval of the Superintendent. Notification shall be given to and approval obtained from the Superintendent when travel is for more than one day's duration and/or when travel is out of state. The rate of reimbursement for mileage shall be at the state rate. Expense incurred for lodging, meals, registration, plane or other commercial carrier fares, parking, and miscellaneous expense, will be paid in line with guidelines provided by the Chief Financial Officer and the Alabama State Department of Education. Receipts are to be furnished for all expenses. All receipts must be itemized. Credit card receipts need to indicate service, e.g., food, room, etc.

Under no circumstances shall any employee of the Board of Education claim payment or be paid from another source for daily attendance at an event while on the payroll of the Board of Education. In addition, no employee shall in any way claim reimbursement or be paid for travel from more than one source, if such is a duplication. The Board of Education recommends that travelers car pool if attending the same event.

[Reference: ALA. CODE §16-8-5 (1975), §16-8-7]

3.11 *Fees, Payments, and Rentals*

3.11.1 Rent of School Facilities – The Superintendent is authorized to develop a schedule of reasonable fees for use of Board facilities and property by individuals, groups, or organizations. Any individual or group, operating for profit, who wishes to use school facilities, will be charged a reasonable fee of no less than \$30 per night for a classroom or smaller area and no less than \$50 for a large area such as the gymnasium or lunchroom. A larger fee may be required if the facility is needed longer than 4 hours. (See Child Nutrition policies regarding use of the cafeteria). Rent is to be receipted by the Principal. Payment must be made for any damages to facilities and premises must be kept clean. Schools shall have an employee in attendance for large groups. Employees are to be paid by the organization using the facility, profit, or non-profit, if after school hours. This payment is in addition to rent. All schools must charge rent when applicable. A Hold Harmless agreement shall be completed by the individual or a representative of the group. The Board of Education Facilities Building in Rainsville is not for public use.

3.11.2 Copying and Other Charges – The Superintendent is authorized to establish a schedule of reasonable charges which, will be applied uniformly in response to requests for copies of

documents and records. Nothing in this policy or in any schedule of charges authorized hereunder creates or expands any entitlement to copies of records or access thereto beyond that which is established by law or specific Board policy.

3.12 *School Accounts*

3.12.1 School Funds Management – Funds held in school accounts, regardless of the funding source, will be maintained and accounted for in accordance with the Board’s accounting and fiscal operations manual, and such procedures, rules, and regulations as may be developed by the Chief School Financial Officer or the Superintendent. The principal is ultimately responsible for all school funds and for ensuring that such funds are properly accounted for and secured. The DeKalb County Board of Education delegates to the Superintendent the responsibility for managing all funds under the control of individual schools. The Superintendent shall develop procedures to assure the proper accounting for and expenditure of such funds. School accounts shall be subject to regular audit by the Central Office Administration or by other means. Implementation of the procedures as developed by the Superintendent or his designated representative shall be the responsibility of each school Principal or his designee. The procedures shall assure:

- a. The proper identification of monies belonging to various groups and organizations or monies raised and designated for various purposes. Receipt shall be issued for all collected monies. All monies collected shall be spent for the specified purposes for which collection was made.
- b. Proper crediting of deposits, with receipts issued depositors.
- c. Safeguarding of cash and daily deposits of all monies received.
- d. Proper authorization before payment of invoices.
- e. Payment of bills by check, following recommendation by group sponsors and authorization by the Principal.
- f. Prompt payment of bills.

3.12.2 Cash in School Buildings – It shall be the policy of the DeKalb County Board of Education that all funds collected at the local building level shall be deposited in a bank on a daily basis whenever feasible. No more than \$100 should be kept on the premises overnight. Receipts should be secured in a separate location. When it is impossible to deposit funds daily due to unforeseen or emergency situations, it shall be the responsibility of the local school Principal to provide for the security of said funds until such time that the funds may be deposited in a bank. Teachers or anyone collecting money from students or others must use numbered receipt books and turn in money on a daily basis for Principal to receipt and deposit.

3.12.3 School Stores – The DeKalb County 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 Board of Education’s approved school day. Separate records shall be kept for school stores, subject to audit, and profits derived from sales shall be used for general items supporting the school as a whole. The sale of items by the school store must clearly take place outside the Child Nutrition Program area or at times other than during regular meal service and then there must be no cost to the CNP.

3.13 *Authority to Execute Contracts*

3.13.1 General Authority – The president of the Board, or, in the absence of the president, the vice-

president, will have authority to execute contracts on behalf of the Board upon approval of the contract by the Board. The Board may also authorize the Superintendent to execute contracts on behalf of the Board upon approval of the contract by the Board as its chief executive officer.

- 3.13.2 Limitation on Authority to Bind the Board – Principals and other administrators will have authority to enter into agreements only when such agreements are made in accordance with Board policy and accounting and fiscal operations manual created under authority of Board policy, or with the express authorization of the Board.

3.14 *Affiliated Organizations*

- 3.14.1 School Sponsored Organizations – School-sponsored student organizations will be subject to Board policies and procedures concerning fiscal management and will maintain organization funds in school accounts. All books, records, and official documents pertaining to the management of such organizations will be maintained at the local school and will be subject to examination and audit by the Examiners of Public Accounts, Internal Auditors under the Chief School Financial Officer’s direction, or the Board. The use of funds collected, generated, or held by such organizations will be determined in accordance with the constitution, charter, or by-laws of the organization, with oversight by the sponsor of the organization, and subject to approval of the principal.
- 3.14.2 Other Affiliated Organizations – Other organizations that are affiliated with local schools are permitted to operate or raise funds on Board property or at Board sanctioned events only in conformity with Board and State Department of Education policies, procedures, and standards concerning the fiscal management of such organizations. An affiliated organization must conduct an annual audit of its financial operations and make its books and financial records available to the Board for review or audit.
- 3.14.3 Outside 501-C Boosters, Parent Organizations, Other School Related Organizations - The Board of Education requires Parent, Booster and related school 501-c organizations that maintain financial operations outside the control of the school to, at a minimum, comply with the State Department of Education guidelines for financial operations of school related organizations. The outside legal entities authorized under I.R.S. Code section 501-c may provide funds to provide an additional supplement including employer matching benefits for salaries agreed to by the employee and the related organization unless such payments are in violation of Title IX, other federal, state, or local laws and regulations. The additional supplement agreed to by the outside legal entities and employees does not obligate in any way the DeKalb County Board of Education or related school resources or fund balances. All supplement payments to employees shall be processed through the DeKalb County Board of Education Central Office payroll department with appropriate payroll withholdings.

3.15 *Fundraising*

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

- a. The activity has been pre-approved by the local school principal or the Superintendent
- b. The activity will be held at a time and in a manner that will not be disruptive to the instructional program or to any other school or school system activity or function
- c. The activity is designed and intended to support a *bona fide* school or school system

- program or activity, or an activity that is consistent with the mission and purposes of the school system
- d. Adequate provision has been made for the security and proper accounting of funds collected;
 - e. Other information regarding the nature, scope, and purpose of the activity is provided to school officials upon request; and
 - f. Appropriate arrangements have been made for any special activities to be held in conjunction with the fundraising event.

3.16 *School Properties Disposal*

The 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.

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 as surplus by the Board, the Superintendent or his 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.
- b. Notify local governmental authorities that such property is no longer needed for school purposes and invite a proposal if there is need for such property.
- c. Follow the procedures in the manner prescribed by state law for the sale of real property.

[Reference: ALA. CODE §16-8-40; Att’y Gen Rept. V. 91 at 49 (1948). V. 142 at 18 through 21 (1971)]

3.17 *Child Nutrition Procurements*

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

[Reference: ALA. ADMIN. CODE 290-8-3-.01, *et seq.*]

3.18 *Bonding*

The Superintendent and the designated Chief School Finance Officer will be bonded in an amount fixed by the State Superintendent of Education. A certified copy of such bond shall be placed on file with the State Department of Education. School principals will be bonded for not less than one thousand dollars (\$1,000.00). Other Board employees may be bonded in an amount approved by the Board. All bonds will be obtained from a reputable surety company authorized to do business in Alabama.

[Reference: ALA. CODE §§16-13-8, 9, 12]

IV. General Administration

4.1 General Schedule

- 4.1.1 School Year - The DeKalb County Board of Education has established that the calendar year within the school district shall begin on July first of each year and end on June thirtieth of the following year.

Each school year within the school district shall meet all minimum standards. Each school year shall consist of 187 days, of which the Board authorizes a minimum of seven (7) days for professional development, in-service, and teacher work-day activities or the hourly equivalent of 1,080 instructional hours plus the seven (7) professional development days per scholastic year. A total of 180 teaching days, with each day having at least six (6) hours of instruction or the hourly equivalent of 1,080 instructional hours shall be included in each year's adopted school calendar for the ensuing scholastic year. The Board will adhere to all regulations regarding the length of the school day and year in keeping with Code of Alabama, Title 16-1-1.

- 4.1.2 School Calendar - The DeKalb County Board of Education shall approve a school calendar as prepared by the Superintendent to be released to the various schools in the district prescribing or announcing the opening and closing dates of all schools, pre-school in-service, legal holidays, reporting periods, etc.

A tentative school calendar should be announced from the Superintendent's office prior to the end of the preceding scholastic year. Any deviations must have approval of the Board. Graduation plans shall not be made with regard to setting graduation dates, ordering diplomas or invitations, until after November 20, each year.

- 4.1.3 Holidays - The DeKalb County Board of Education has discretionary power to establish the holidays which will be observed during the school year, except those holidays specified and required by law. Veterans Day must be observed November 11 according to legislation. A Monday cannot be taken in lieu of the 11th. National Memorial Day must be observed on the last Monday in May.

[Reference: ALA. CODE §§1-3-8]

- 4.1.4 Extended School Year - The DeKalb County Board of Education shall extend the school year when necessary to meet the minimum requirements as set forth in the Alabama School Code and State Board of Education rules and regulations governing the number of days schools shall be in session. Days lost due to weather or other emergency closing will be made up unless forgiveness of days is granted by the Alabama State Superintendent due to a State of Emergency.

- 4.1.5 School Day - The length of the school day shall be established by the DeKalb County Board of Education in keeping with all applicable laws. Each school day shall consist of a minimum of six (6) hours of instruction, exclusive of lunch, recess, breaks, intermissions, homeroom activities devoted in whole or in part to administrative functions, time necessary for changing classes, or extracurricular activities. The school day shall consist of a modified block schedule as prepared by the Principal. All deviations shall require approval of the Superintendent. Students are required to be in attendance 180 school days for a full six-hour day, with 360

minutes of instruction or the hourly equivalent of 1,080 instructional hours per scholastic year, regardless of the number of units already earned toward graduation. Students are encouraged to take electives to enhance their educational background. Interruptions to the school day shall be kept to a minimum or avoided in keeping with State Department of Education guidelines.

4.1.6 **Opening of School** – All DeKalb County School will open doors for students and begin unloading buses at least 25 minutes before the starting time of the school day.

4.1.7 **Classroom Guidelines** - Teacher discretion is permitted regarding food or drinks in classroom areas. No food or drinks are allowed in computer labs, business labs or around classroom computers. Principal may deny food or drinks in any area of the school where clean-up, etc... is or has been a problem except the cafeteria.

4.1.8 **Class Size**- The DeKalb County Board of Education shall allocate teacher units in line with the State Department of Education's allocation, based on average daily membership determined by the enrollment data pulled on the twentieth school day after Labor Day. Funding units earned from this attendance are then provided for the next school term. In the event of unexpected larger or smaller classes, reductions or increases in personnel may be made for the next year. Pupil-teacher ratios will meet the Foundation Program requirements and Southern Association standards as determined by legislative act and state school Board regulations.

4.1.9 **Scheduling** - Registration for the Ninth Grade shall take place no later than April 1. Pre-registration for grades K-1 shall take place no later than April 30. Principals shall submit a preliminary schedule and a list of staffing, textbook, and other needs to the Superintendent by May 31. When preparing class schedules in late spring or during the summer months, Principals shall give required courses first priority, followed by courses necessary to meet all diploma requirements, including the Advanced Diploma. Class Schedules are due in the Superintendent's Office no later than August 31 or during the third week of the term. Every effort shall be made to evenly distribute teacher loads. Individual class size and daily teacher load must meet accreditation requirements. No teachers shall be placed out of field without approval of the Superintendent and Board of Education. Planning periods/duty free time shall be scheduled for classroom teachers, counselors and librarians. No teacher shall be assigned more than one planning period. A planning period is not required for teacher aides. Only teachers are permitted to instruct or have charge of a class. Teachers must accompany students to labs regardless of whether or not the aide is certified.

4.2 *Policies (Development, Review, and Revision)*

The policies of the DeKalb County Board of Education shall be subject to review and revision at least once annually, with additional policies developed and others deleted as necessary. On policies concerning personnel, the representatives of the majority of the employee organizations will have input along with a committee selected by the Superintendent and approved by the Board.

4.3 *Dissemination of Information*

The DeKalb County Board of Education shall, through its Superintendent, provide the public with information concerning the progress of the schools and financial reports. Copies will be made available as required by the State Board of Education. Other methods of dissemination will be through public Board meetings, the media, and Board Website.

4.4 *Security /Access to Schools*

- 4.4.1 Security Measures Authorized – The Superintendent, principals, and facility administrators are authorized to take reasonable and lawful measures to protect against personal injury, trespass, vandalism, theft, and like threats to personal safety, property damage, and financial loss to or on Board property or at school functions and activities. The Superintendent should be made aware of any extraordinary or special measures that may be proposed in anticipation of or in response to any unusual security threat or risk (e.g., unusual surveillance, assignment of additional security personnel).
- 4.4.2 Access Restrictions Authorized – The Superintendent, principals, and facility administrators are authorized to regulate and restrict access to Board schools, buildings, and facilities in order to maintain appropriate security, minimize disruption and distraction within the learning environment, or to avoid a potential risk of harm to a student or employee. To that end, the Superintendent, principals, and facility administrators are authorized to implement building-level requirements and procedures governing access to Board owned or controlled buildings, grounds, property, events, and activities by school and non-school personnel, including family members and relatives, vendors, attorneys, and other visitors, and to adopt “check-in” and “check-out” requirements and procedures for students and employees.
- 4.4.3 Visitors To Schools
The DeKalb County Board of Education welcomes and encourages parents and other school patrons to visit the schools at appropriate times. Principals shall be responsible for assuring that the proper protection of instructional time and the welfare of the students are maintained. School personnel shall be aware of the purpose of any visit. Whenever possible, all visits should be pre-arranged. Students from other schools will not be allowed to visit on campus during the school day. Visitors who come to school for business or any reason, shall first report to the Principal's Office and sign in. To ensure protection for students and employees, visitors shall obtain a Visitor's Pass from the Principal's office before being permitted to visit in any other areas of the school. Badges are to be returned within the designated time period. Principals shall be authorized to take necessary steps in dealing with any unauthorized visitors. Friends and relatives are asked not to call on personnel during working hours except in an emergency.
- 4.4.4 Mailing Lists
Addresses of personnel or students shall not be released without permission.
- 4.4.5 Visitors to the school system’s facilities with adult sex offender status
No adult sex offender, after having been convicted of a sex offer& involving a minor, shall enter onto the property of a PreK-12 school while school is in session or attend any PreK-12 school activity at any location unless the adult sex offender does all of the following:
1. Notifies the principal of the school, or his or her designee, a minimum of one regularly scheduled school day in advance of any event or activity in order to facilitate their presence on the property or attendance at thePreK-12 school activity.
 2. Immediately reports to the principal of the school, or his or her designee, upon entering the property or arriving at the PreK-12 school activity.
 3. Complies with any procedures established by the school to monitor the whereabouts of the sex offender for the duration of his or her presence on the school property or attendance at the PreK-12 school activity.

No adult sex offender, after having been convicted of a sex offense involving a minor, shall loiter on or within 500 feet of the property on which there is a school, playground, athletic field, athletic facility or school bus stop.

LEGAL REF: The Code of Alabama 15-20A-17

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

4.5.1 Prohibition on the Possession of Firearms – The DeKalb County Board of Education shall comply with the Federal Gun-Free School Act of 1994 and the Code of Alabama, § 13A-11-72(d) (1975). The possession of a firearm in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel and as provided by law. For purposes of this policy, the term “firearm” has the same definition as is found in 18 U.S.C §921.

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

1. *Students* – Students will be expelled for a period of one year. The expulsion requirement may be modified by the Superintendent on a case-by-case basis. Students who are expelled for firearm possession may not attend regular school classes, but may be permitted to attend alternative schools or education programs established by the Board. Discipline of students with disabilities who violate the firearm possession policy will be determined on a case-by-case basis in accordance with federal and state law. Parents of students who violate this policy will also be notified by the principal of violations.
2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.
3. *Other Persons* – Other persons may be denied re-entry to school property.

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

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

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

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

or dangerous instruments:

1. *Students* – Students will be disciplined in accordance with the Board’s Code of Conduct.
 2. *Employees* – Employees will be subject to adverse personnel action, which may include termination.
 3. *Other Persons* – Other persons may be denied re-entry to school property.
- b. *Notification of Law Enforcement* – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

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

4.5.3 Gun Free School Policy for Adults

The DeKalb County Board of Education prohibits the possession of a gun by an adult on any school property under the control of the DeKalb County Board of Education. This includes a public school building, bus, campus, recreational area, athletic field, or other area under the control of the DeKalb County Board of Education, and any area within 1000 feet of a school campus. Under this policy, the DeKalb County Board of Education seeks to implement the Gun-Free School Zones Act of 1990 and applicable sections of the Gun-Free Schools Act of 1994. All school personnel are under the mandatory requirement to report to their immediate superior the presence or suspected presence of a gun in the possession of an adult. All reports made under this policy shall be referred in writing to law enforcement and subject to review as possible state or federal criminal law violations. For the specific purpose of this policy, a gun is defined as a firearm, shotgun, pistol, rifle, BB gun, air rifle, air pistol, stun gun, etc. Under the provisions of the Gun-Free School Zones Act of 1990 and Gun-Free Schools Act of 1994, violators are punishable by a fine of not more than \$5,000 and imprisonment for not more than five (5) years, or both. Due Process will be followed. DeKalb County School employees found in violation of this policy are subject to disciplinary action, including termination of employment.

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

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

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

- b. *Notification of Law Enforcement* – The appropriate law enforcement authority,

which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

- 4.5.5 Tobacco and Related Products – No smoking or use of tobacco, vapor, E-Cigarettes or other related products of any kind, is permitted in school buildings, offices, buses, on campus, or at any school functions, athletic or other, whether on or off school property. School gymnasiums and lobbies are included in this prohibition, and signs are to be posted for visitors. This policy is to be enforced uniformly, on a county-wide basis, at all school events, regardless of the time of day. This tobacco ban applies to all students, employees, visitors, and volunteer assistants.
- a. *Penalties for Violations*
1. *Students* – Students who violate the tobacco prohibition will be disciplined in accordance with the Board’s Code of Conduct.
 2. *Employees* – Failure to adhere to this policy will result in the employee receiving the following:
 - A. First Offense: Verbal Warning;
 - B. Second Offense: Written Warning;
 - C. Third Offense: Referral to the DeKalb County Board of Education for possible termination based on insubordination.
 3. *Other Persons* – Other persons who violate the tobacco prohibition may be denied re-entry to school property.
- b. *Parental Notification* – Parents and guardians may be notified of actual or suspect violations of the tobacco prohibition whether or not the student is charged with a violation of Board policy, which includes the Code of Conduct.
Reference: ALA. CODE §16-1-24.1 (1975); ALA. ADMIN. CODE 290-3-1-.02(1)(b)]
- 4.5.6 Searches – Law enforcement agencies are permitted to make periodic visits to all schools to detect the presence of illegal drugs or weapons and may use any lawful means at their disposal to detect the presence of such substances. The visits will be unannounced to anyone except the Superintendent and principal.
[Reference: ALA. CODE §16-1-24.1 (1975); Ala. Admin. Code 290-3-1-.02(1)(b)]
- 4.5.7 Drug and Alcohol Free Environment – All students, employees, volunteers, parents, visitors, and other persons are prohibited from possessing, using, consuming, manufacturing, or distributing illegal controlled substances and alcohol while on Board property or while attending any Board sponsored or sanctioned event, program, activity, or function. Persons who are intoxicated or impaired by the use, consumption, or ingestion of any illegal controlled substance or alcohol are not permitted to be on school property, or to attend or participate in any Board sponsored or sanctioned event, program, activity, or function.
[Reference: ALA. CODE §16-1-24.1, 25-5-330 (1975)]
- 4.5.8 Adoption of Statutory Penalties and Consequences – Persons who violate the Board’s prohibition of firearms, weapons, illegal drugs, or alcohol will be subject to all notification, referral, suspension, placement, re-admission, and other provisions set forth in ALA. CODE §16-1-24.1 and 24.3 (1975).
- 4.5.9 Accident – The Board of Education shall require all accidents occurring on school grounds or in school facilities to be reported immediately to the principal's office. The principal shall

contact the parents or legal guardian in case of accident or injury, whenever possible. Any student suffering an accident or injury shall not be left unattended. The teacher or other staff member to whom a child is responsible at the time of the accident or injury shall provide a written report of all circumstances surrounding the accident to the principal and Superintendent.

4.5.10 Drug Dogs - To assist the schools in providing a safe, drug-free environment, the Board of Education will permit law enforcement agencies to make periodic, unannounced visits to any local school for the purpose of detecting the presence of illegal drugs and to use means such as search dogs or other state approved methods.

4.5.11 Career Tech Safety Policy

- a. DeKalb County Students participating/enrolled in a Career/Technical Education program will be given instructions in safety. Each student is required to practice safety in every activity in which he/she may engage. Safety is included in each course of study as an important phase of training. Disregarding appropriate safety requirements and/or procedures may be grounds for dismissal from the CTE program.
- b. It is recommended that all DeKalb County Students who participate/enrolled in CTE courses, which include lab/shop activities, be encouraged to maintain an accident insurance policy for his/her protection.
- c. DeKalb County School District's safe building, grounds, and equipment shall be maintained to minimize accidents or injury to students, employees and other citizens. Protection from such dangers as fire, natural disasters, mechanical, electrical malfunction, and other hazards shall be provided. The director/administrator will make periodic evaluative reports concerning their adequacy in terms of student care and safety.
- d. The DeKalb County School District's safety and fire-prevention procedures that address and coordinate the requirements of the fire marshal and all state codes with school and community entities will be applied as they relate to safety in the career and technical educational work places and other procedures as may be developed by the superintendent and/or his designee.

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

4.5.12 Career Tech Equipment Policy

To ensure that skills taught in career/technical education courses are consistent with prevailing business and industrial standards, the DeKalb County Board of Education does hereby adopt the following procedures for maintenance, repair, updating, and replacement of equipment.

a. Equipment Maintenance and Report

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

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

The director or director's designee shall periodically inspect labs and classrooms to determine if tools and supplies are properly stored, equipment is kept in good repair

and properly used, safety requirements met, etc. It is the responsibility of the career/technical administrator and each instructor to work to see that facilities, equipment, and instructional materials are kept in good working order and in safe, operable condition

b. **Equipment Updating and Replacement Procedures**

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

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

Purchase orders shall be prepared for all goods and/or services purchased in the name of DeKalb County Schools Career/Technical departments. A separate purchase order shall be prepared for each vendor and shall be signed by the appropriate person. The superintendent has the final responsibility for approving or disapproving all purchases and/or services. However, approval or disapproval must be made in terms of budgetary allocation, needs, desirability, and contribution to the program.

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

c. **DeKalb County Care of Facilities and Equipment**

Each instructor and the building supervisor must ensure care and protection of the school property. Abuse and misuse of school furniture and property is not to be tolerated and should be reported to the administration.

d. **DeKalb County Willful Damage to School and Personal Property**

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

4.6 *Safety Plan and Emergency Drills*

All schools shall develop and disseminate a plan for school safety, updating each year as required by legislation and/or the State Department of Education.

The DeKalb County Board of Education shall require that special drill activities be planned by the Principal and faculty of each school to assure orderly movement and evacuation of students to the safest area in the event of an emergency. Such activities will be covered in each school's Safety Plan. Teachers and students shall be informed of escape routes, and a map shall be placed in each room specifying the routes and procedures for evacuating the buildings. All schools shall conduct a minimum of one lockdown drill for an armed intruder per year. The time of the drills will be coordinated by the Superintendent so that all appropriate emergency officials are notified in advance of the scheduled drill. At request of the fire marshal, a minimum of two fire drills shall be held the first week of the school term and one fire and disaster/tornado drill held each month of the school term by all schools. All exits shall be open to the outside when schools are in session or when after school activities are taking place. A report concerning all disaster drills and evacuations shall be filed with the Superintendent and District Safety Supervisor by the Principal on each semester. Principals shall cooperate with Emergency Management authorities in the development of emergency and disaster plans.

4.7 *Accreditation*

It is the goal of the DeKalb County Board of Education for all schools to meet and maintain standards for accreditation with the Southern Association of Colleges and Secondary Schools, or as required by the State Department of Education. All high schools are required to hold membership in SACS.

4.8 *Board Property*

4.8.1 Buildings and Grounds Management – It shall be the policy of the DeKalb County Board of Education to require that school properties be maintained in good physical condition. Safe, clean, sanitary, comfortable and adequately maintained facilities are considered basic indications of efficient management. The school principal shall conduct periodic inspections to assure that school plants and grounds are clean, safe and otherwise maintained properly. Notification shall be made in writing to the Superintendent or Maintenance Supervisor if improvements are required. The Board of Education, therefore, shall instruct the Superintendent to assure that all normal building and grounds maintenance, repairs and improvement functions are an integral part of the school district educational program, including the elimination of any safety hazards. The Superintendent shall be delegated a broad range of administrative and supervisory authority relative to the school district's buildings and grounds program.

A written job assignment and schedule of duties shall be given to each custodial employee. This information shall include specific daily, weekly, monthly, and annual tasks. Adequate supervision shall be given and inspections of work performance made periodically. Principals shall consider scheduling some janitorial cleaning after regular school hours. The cleaning of facilities may be contracted, when possible, and as necessary. No teacher or student shall be expected to clean the classrooms or other areas of the school plant.

4.8.2 Facilities and Grounds Safety Program – The DeKalb County Board of Education shall require that each school and the district develop and maintain a safety plan in order to render the school environment as hazard-free as is possible. Provisions of the safety program shall be in compliance with all state and federal guidelines. All available information and assistance shall be utilized to enhance the safety of the school district. As part of the safety program, the Board of Education shall require regular inspections of the buildings and grounds of each school and the submission of periodic evaluative reports concerning the adequacy of school buildings in terms of student and employee care and safety. Notices must be posted in all schools regarding friable and non-friable asbestos-containing materials. Management of asbestos materials is

provided by the County Maintenance Department and local personnel participate in training programs. Periodic inspections are made in accordance with federal laws. Stadium bleachers and other areas of the school plant or grounds are to be inspected and declared safe prior to ball games, or other performances, to insure the protection and safety of students, employees, and spectators. Safety precautions shall include inspections of all bus loading, unloading, fueling procedures, and vehicle control procedures for students and visitors on campus. Any hazards are to be corrected locally or reported, as speedily as possible.

- 4.8.3 Equipment, Supplies, Materials, Vehicles Management –The DeKalb County Board of Education requires that all maintenance and other equipment, tools, etc., be inventoried and a periodic check made to assure proper accounting of such equipment. Board owned equipment shall not be loaned to private individuals or used for private purposes. All office and janitorial supplies provided by the Board of Education shall be requested in writing, and accurate records of their distribution shall be maintained.
- 4.8.4 Use of Board Facilities – The DeKalb County Board of Education believes the functions of school buildings and grounds shall be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social and recreational needs of communities. 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. The use of school facilities by individuals or groups shall be based on a properly documented application and governed by a signed lease agreement (forms to be furnished by Superintendent) between the individual or group and the Principal, acting as an agent of the Board. The lease agreement shall contain, but not be limited to, the following:
- A. A 'HOLD HARMLESS' statement having the effect of holding the Board free from any liability that may arise while the facilities are in use.
 - B. A statement requiring, with limited exception, any person or group leasing the school facilities to purchase liability insurance identifying the Board as an additional insured. A certificate verifying the purchase of such insurance should be presented to the Board along with the signed lease agreement prior to use of the facilities.
 - C. A statement that the individual or group lessee shall assume all responsibility for damages and/or maintenance expenses invested in the building, directly or indirectly resulting from lessee's use.

The Board shall direct the Superintendent to develop administrative rules and regulations governing the use of school facilities, including setting the fees to be charged and appropriate amounts of liability insurance coverage.

The Board reserves the right to refuse any request to use facilities which:

1. Involve any activities prohibited by state and/or Board policy
 2. Is made by any persons or organizations which have failed to follow procedures developed by the Superintendent of his designee
 3. Is considered in any way contrary to the best interest of the school system
- See section 3.11.1 for more information.

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

4.8.6 Disposal of School Property – The DeKalb County 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. Principals and supervisors report to the Superintendent regarding school property. The Board of Education, 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, damaged, or beyond repair, for public school purposes and may post notice and arrange for a public auction to be held at a central location.

Once real property is declared as surplus by the Board of Education, the Superintendent or his 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.
- b. If the property stores any data, the data governance policy must be followed.
- c. Notify local governmental authorities that such property is no longer needed for school purposes and invite a proposal if there is need for such property.
- d. Follow the procedures in the manner prescribed by state law for the sale of real property.
- e. Upon receipt of final bid at public auction, a recommendation will be made to the Superintendent for Board action. The Board may reject all bids and re-advertise if appropriate.
- f. Fair market value should be obtained if possible.

4.8.7 Construction or Alterations – The following must be adhered to by local school officials and principals regarding alterations or construction on school property:

- a. No alterations or construction may take place on school property without authorization from the Board of Education.
- b. All construction must meet state and local safety standards, including the size of concrete blocks used, for example, as specified in the Alabama Building Code for Schools.
- c. Contractors must be licensed with regard to the size and cost of construction, and as required by the State Department.
- d. All construction is subject to inspection before occupancy.
- e. The Principal shall be responsible for the aesthetic quality, if so specked.
- f. No alterations/demolition or other changes may be made to school property, buildings, playgrounds, grounds, or utilities, without prior approval of the Board of Education.
- g. The Board of Education will consider approval of changes when Superintendent and Principal are in agreement.

4.8.8 Controversial Activities/Issues

No illegal or questionable activities by students or adults, shall take place on campus.

4.8.9 Display Of Flags/Pledge

Schools shall properly display the United States flag and the Alabama State flag. Students

shall receive instruction as part of the curriculum in the uses, purposes and methods of displaying the flags and other patriotic emblems. School Principals shall be responsible for seeing that no flag is displayed improperly. Code of Alabama 16-43-1 & 3. Schools shall allow time for students to voluntarily recite the Pledge of Allegiance. Act. No. 360, 1976.

4.9 *Naming Board Facilities*

When naming schools, school facilities, buildings on school ground and/or any structure on property belonging to the DeKalb Board of Education, the decision will be left to the discretion of the Board of Education. Requests to name or rename any board property, including buildings, portions of a building, and other district facilities should be submitted to the superintendent with a justification giving the rationale for the name to be selected. Under most circumstances, the board will name schools in order to reflect their location and relationship to the communities served by the school system.

4.10 *Complaints and Grievances*

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

4.10.2 Grievance Procedures

The DeKalb County Board of Education recognizes that harmonious relations with its employees can be maintained and improved through effective communications. The interests of all parties can best be served by sincere efforts of all concerned to promote understanding and cooperation. The Board of Education, therefore, has adopted the following grievance procedures as a means to examine and resolve possible problems which relate to the administration of personnel policies of the school district. The same procedures shall be utilized for resolution of any student grievance or concern.

Definitions:

- A. **Grievance** - Grievance shall mean a claim submitted by an employee of violation, misinterpretation or inequitable application of Board of Education policy, rules, and regulations, existing laws, or local administrative procedures, including physical and/or psychological abuse.
- B. **Grievant** - Grievant shall mean any regular employee hired by the Board of Education to perform services, either on a full or part-time basis, or the Association (DEA/ESPO) filing a grievance.
- C. **Immediate Supervisor** - Immediate supervisor is that employee possessing the position of administrative authority next in rank above any grievant.
- D. **Days** - Days shall mean working days exclusive of Saturday, Sunday, or official holidays, as established by the school calendar.

- E. Parties In Interest - Any persons involved in the processing of the grievance.
- F. Procedure: All grievances shall be handled in accordance with the following procedure:

A. Level One (Informal Procedures).

The aggrieved person shall first present the grievance to the employee's immediate supervisor with the objective of resolving the matter informally. (It is acknowledged that the teacher/Principal or assistant Principal shall be the student's immediate supervisor - see Student Handbook regarding student grievances). The aggrieved person and his supervisor/Principal shall confer on the grievance with a view toward arriving at a mutually satisfactory resolution of the complaint. At the conference, the aggrieved person may appear alone or may be accompanied by a mutually accepted professional staff member. Supervisors/Principals shall be accorded the same privilege.

B. Level Two (Formal Procedures)

1. If, as a result of the discussion between the grievant and supervisor or Principal, the matter is not resolved to the satisfaction of the grievant, he/she shall set forth said grievance in writing to the supervisor/Principal within five (5) days following the informal conference specifying:

- a. The nature of the grievance.
- b. The nature or extent of the injury, loss or inconvenience.
- c. The results of previous discussions, and
- d. Dissatisfaction with decisions previously rendered.

The immediate supervisor/Principal shall communicate his decision to the aggrieved in writing within three (3) days of receipt of the written grievance.

2. Within five days after receipt of the decision at level one, the aggrieved party may appeal to the next administrative level. The Superintendent shall set a time within 10 working days for the parties in interest to discuss the grievance. He shall provide his written decision together with the reasons for the decision, to all parties within the same 10 day period.
3. Within five (5) days after receipt of the decision at level two, the aggrieved party may appeal to the Board of Education. All hearings and appeals shall be conducted according to the following procedures:

The aggrieved party shall file a written request with the Superintendent for a hearing before the Board of Education. The request shall contain a detailed description of the grievance as well as previous action or inaction relative to the grievance. After receipt of the written request, the Board of Education shall set a time, date, and place for the hearing within (10) days from receipt of the request or the next Board meeting, whichever comes first. The hearing shall be scheduled no later than 30 days from date of request. All parties in interest shall be given ten (10) days written notice of the time, date, and place for a hearing. The aggrieved person may be accompanied by a representative of his choosing at this hearing and have a complete transcript of the proceedings and decisions. The Board of Education shall reach a decision concerning the grievance within (10) days after the hearing and shall convey the decision in writing

to all parties in interest.

4. In the event the aggrieved person is not satisfied with the disposition of the grievance by the Board of Education, he may appeal such decision to the appropriate authorities as provided by the law or seek recourse through a state or federal court system. Unless the grievance is appealed within the appropriate time given in each step, it shall be deemed to have been settled and the employee shall have no further right with respect to said grievance. In the event of a mutually agreed upon postponement, at any level, the grievance procedure shall begin again at that level within five (5) days of postponement and, in no case, later than 30 days.

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

4.10.4 Student Disciplinary Matters – In the event the student is not satisfied with the disciplinary action, the student may appeal to the principal. If the student is not satisfied with the action taken by the principal, he/she may appeal to the Superintendent of Education. If the student is not satisfied with the action taken by the Superintendent he/she may appeal to the County Board of Education. The decision of the Board will be final.

4.11 *Risk Management*

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

4.12 *Emergency Closing of Schools*

The Superintendent is authorized to close schools if such action is warranted by weather conditions or other circumstances that pose a risk to the safety and welfare of students and employees, or that render meaningful instruction impossible (e.g., loss of power or other utility services). If practical, the Superintendent shall make the decision to close schools after consulting with appropriate community agencies, including the Board of Education, EMA, and staff. Public announcement and releases to news media shall be made by the Superintendent. In case of severe weather the official announcement for school closings may be heard over area radio and television stations. Households and staff with correct phone numbers in Chalkable will be contacted through school messenger.

4.13 *Technology Use and Internet Safety*

4.13.1 Educational Technology – DeKalb County schools will develop and follow a SDE approved, written plan for utilization of educational technology developed annually with committee input. The System Plan will be a composite of the school plans. Plans must show how technology is to

be integrated into the curriculum, school technology needs, utilization of equipment and supplies, budgeting process, community involvement, personnel training, and anticipated impact for teachers and students. An assessment of effectiveness will be made toward the end of the school year. Each school will prepare a local technology budget for expenditure of technology allocations no later than September 1 each year. This budget should be in line with the school's technology plan. Technology funds should be spent in line with quotes/bids no later than six weeks after the allocation is made even though accounting guidelines allow for a later date. This is to ensure that funds will benefit the current year's students, especially seniors.

4.13.2 Access to Technology Resources – The Board permits restricted and conditional access to and use of its technology. Such access and use is restricted to employees, students, and other persons who are engaged in bona fide educational and administrative activities that serve and are consistent with identified educational objectives or authorized support functions. The Board also reserves the right to place conditions on, restrict, or prohibit the use of personally-owned technology resources on its property. The term technology refers to all forms of digital hardware, devices, software, or accounts. Although cell phones and smart phones can be used for many of the same activities as other forms of technology, additional rules apply to the possession and use of these devices. This policy applies to all technology, regardless of ownership, used on school property during school hours or during other school-related activities. It also applies to the use of Board-owned technology regardless of location or time of day. The Superintendent is authorized to develop Acceptable Use Practices (AUP) for employees, students, and other persons, as well as other rules and regulations having to do with technology use. Employees, students and other persons using the Board's technology resources, using personally-owned devices or accounts on Board property, or using personally-owned accounts in connection with their role as an employee or student are expected to read and agree to these rules and regulations prior to their technology use, whether or not a signed agreement is required.

4.13.3 Legal and Ethical Use of Technology Policy – To ensure that students receive a quality education and employees are able to work in a professional and intellectually stimulating environment, DeKalb County Schools will provide all students and employees with the opportunities to access a variety of technology resources. The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the instructional goals of DeKalb County Schools. Thus, it is the intention of DeKalb County Schools that all technology resources will be used in accordance with any and all school system policies and procedures, as well as local, state and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of DeKalb County Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions or companies. DeKalb County Schools' technologies may not be utilized for personal gain.

4.13.4 Restrictions or Loss of Privileges-Persons who violate any Board policy, rule, or regulation regarding technology use may be denied the use of the Board's technology resources, may be prohibited from bringing personally-owned technology onto Board property, and may be subject to additional disciplinary action. Persons are responsible for their behavior as it relates to technology, and should therefore, keep their login and passwords secure at all times. Every employee is responsible for reporting any suspected violations of DeKalb County Schools' policy to the Technology Coordinator/Manager. Example, if you are on the

receiving end or know of an inappropriate email, it is your responsibility to report the email.

4.13.5 Ownership of Resources and Expectations of Privacy – All technology resources, including but not limited to, network and Internet resources, accounts, electronic systems, computers or other devices owned, leased, or maintained by the Board are the sole property of the Board. Authorized Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board’s technology resources, including computer or related equipment, files, and data to determine if a user is in violation of any of the Board’s policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation, maintenance, or administration of the school system, or for any other reason not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources. In addition, school officials may read, examine, or inspect the contents of any personally-owned technology devices upon reasonable suspicion that the contents or recent utilization of the device contains evidence of a violation of Board Policy, the Code of Conduct, Acceptable Use Practices, or other school or system rules or regulations. The Board of Education will cooperate with any properly executed request from any local, State, or Federal law enforcement agency or civil court.

4.13.6 Internet Safety- Students are not to access inappropriate material. Students are not to electronically communicate with individuals for non-instructional purposes. This includes e-mail correspondence, chat rooms, instant/real time messenger services or any other form of electronic direct communication (Snapchat, Twitter, Facebook, Instagram...). Such contacts may only be made with the approval and supervision of school system personnel and be conducted solely for instructional purposes. Students/Staff are prohibited from participating in any unauthorized access ('hacking') of computer systems or any other unlawful technological activities. For personal safety, students should never meet anyone they have met only on the Internet. Students and school system employees are prohibited from the unauthorized electronic disclosure of personal student information such as name, home address, phone number, age, race, grades, etc... The DeKalb County Schools have taken filtering and supervisory precautions to restrict intentional or accidental access to inappropriate sites on the Internet. Students must abide by all laws and policies of DeKalb County Schools. Ref: TITLE XVII--Children's Internet Protection Act.

The Superintendent is authorized to develop additional and more specific rules, procedures, and protections regarding Internet safety in order to comply with the Children’s Internet Protection Act. Such rules, procedures, and protections will address or provide:

- a. Education for students about appropriate online behavior, including interacting with other individuals on social networking sites and in chatrooms, cyber bullying awareness and response
- b. Measures to block or filter Internet access to pictures that are obscene, that constitute child pornography, or that are harmful to minors
- c. Restrictions of access by minors to harmful or inappropriate material on the Internet
- d. The safety and security of minors when they are using electronic mail, chat rooms, other forms of direct electronic communications
- e. Prevention of ‘hacking’ and other forms of unauthorized use of or access to computer or Internet files, sites, databases or equipment

- f. Unauthorized disclosure, use, and dissemination of personal information regarding minors

4.13.7 Limitations of Liability – The Board makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the Board’s technology resources will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to loss of data, interruption of services, or due to a failure to block or filter inappropriate Internet sites or electronic communications. Although the Board claims ownership of its various technology resources, all user-generated data, including email content and digital images, is implicitly understood to be representative of the author’s individual point of view and not that of the school or school system. Students and their parents must also be aware that the Board cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

[References: Pub. L. No. 106-554 and 47 USC §254(h) and (l)]. [Reference: 47 U.S.C. §254(h) and (l)]

4.13.8 Adoption of Rules and Regulations – The Superintendent is authorized to develop additional or more specific rules and regulations regarding access to and use of technology resources and to require adherence to such rules and regulations through such means as “Acceptable Use Practices”, which may be published independently or as part other publications such as the “Student Code of Conduct and Attendance” or employee handbooks, and application of appropriate disciplinary policies and procedures. Such publications may or may not require students, their parents, or employees to sign an associated agreement form. Failure of the Board to request or obtain signed agreement forms or of the student, parent or employee to sign and return any such agreement form does not alleviate the individual of their responsibility to comply with these rules and regulations.

4.13.9 Software and Copyright Regulations – The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of DeKalb County Schools. Individuals may only use accounts, files, software and computer resources that are assigned to those individuals under their username. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside DeKalb County Schools.

Duplication of any copyrighted software is prohibited. If a single copy of a software program is purchased, it may only be used in one computer at a time. Multiple loading or down-loading programs into multiple computers, (1987 Statement on Software Copyright) is NOT allowed. Individuals are not authorized to make copies of any software or data without the knowledge of the Technology Manager. Any questions about copyright provisions should be directed to the Technology Manager.

Any use of technology resources that reduce the efficiency of use for others will be considered a violation of this policy. Students and employees of DeKalb County Schools must not attempt to modify technology resources, utilities and/or configurations or change the restrictions associated with their accounts, or attempt to breach any technology resources security system, including internet content filtering, either with or without malicious intent.

Network access shall not be used to affect individual computers or the network in any of the above ways. All DeKalb County Schools technology resources, regardless of purchase date or location, are subject to this policy. Any questions about this policy, its interpretation or specific circumstances shall be directed to the Technology Manager. Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action, including, but not limited to: (1) loss of access; (2) additional disciplinary action to be

determined at the individual school in line with the Code of Student Conduct for the DeKalb County Schools or other Board policy; and (3) legal action, when applicable.

4.13.10 Purchasing Regulations - All Technology purchases that go through the DCBE network must be approved by the Technology Manager prior to the purchase. This includes but not limited to: software, hardware, web pages... The technology department sends out bids/quotes of basic items such as computers and printers. Items needed but not listed on quotes should be e-mailed to the Technology Manager to obtain a bid.

4.13.11 E-Mail Provision -The DeKalb County Schools System provides access to electronic mail for all of its employees. That access is for their use in any educational and instructional business that they may conduct. Staff personal use of electronic mail is permitted as long as it does not violate DeKalb County School policy or adversely affect others. All contents and usage of electronic mail shall be the property of the DeKalb County Schools System.

4.13.12 Internet Security -Information from electronic sources alters the educational environment by opening unlimited resources. The intent of DeKalb County Schools is to provide access to resources available via the Internet with the understanding that faculty, staff and students will access and use information that is appropriate for their various curricula. DeKalb County Schools have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. We believe that the valuable information and interaction available on this world-wide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. Parents, who wish for their student(s) not to have access to the Internet, are responsible for signing and returning the "OPT OUT Internet Use Policy" form. This policy does not include state mandated testing. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications. To maintain system integrity and to insure that the system is being used responsibly, DeKalb County Schools reserve the right to review files and network communications. Users should not expect that files stored on DeKalb County Schools' servers will always be private. Internet access is a privilege, not a right. All Internet users are expected to act in a considerate and responsible manner.

The following are not permitted on any DeKalb County Schools Network:

- a. Sending, displaying or downloading offensive messages or pictures
- b. Using obscene language
- c. Harassing, insulting or attacking others
- d. Damaging computers, computer systems or computer networks (this includes changing workstation and printer configurations)
- e. Violating copyright laws
- f. Using other user's accounts
- g. Trespassing in other user files, folders or work
- h. Intentionally wasting limited resources
- i. Plagiarizing
- j. File sharing websites such as Kaaza and Torrent
- k. Proxies - use of e-mail or IP addresses to access unauthorized websites

4.13.13 Teacher's Technology Responsibilities -Employees should have no expectation of privacy with respect to the system's computers, mail system or Internet access. Although it does not regularly do so, the system reserves the right, on a regular or random basis, to access and

monitor all equipment, files, Internet access and e-mail use. The school system will cooperate fully with local, state or federal officials in any investigation concerning or relating to any unacceptable activities conducted through the system's technology resources. Anyone committing unacceptable acts will face disciplinary action by the school system as well as any legal action deemed necessary by law enforcement officials.

Social media can be a valuable tool for both personal and professional use. However, as with any tool, it must be used with skill and care. The guidelines below have been developed to help protect our students and employees from charges of inappropriate use. The guidelines and cautions apply to all social networking venues.

It is advised that teachers do not friend students or students' parents. Not all parents use social media, and it may appear unfair if some parents are "friends," while others are not. District sponsored and approved teacher websites along with the INow parent portal and DeKalbk12.org email should be the primary means for electronic parent contact.

Never forget that, once you post something on the internet, it may be available forever, even if you choose to remove it from your page. Post only what you want the world to see.

Employees should not update any personal social media statuses or post content on personal social media during school hours. The public expects employees to be working during the school day. Posting on personal social media during this time may give the impression that teachers are not fulfilling their responsibilities to students. Student work or pictures of students may be posted unless an Opt-Out for Pictures form is on file at the local school. Opt-Out for Pictures form covers all pictures regardless of type of publishing (newspapers, magazines, social media...) this form is available online at www.dekalbk12.org.

Do not use social media as your sole means of classroom communication. Remember, not all parents use social media, social media is blocked by our district, and parents may not have given consent for students to have pictures posted on social media.

All email communication between staff, teachers and parents should be conducted through the DeKalbk12.org mail (not social media messages).

Never use DeKalbk12.org e-mail as a login (point of reference) on any Social Networking sites. Some people may see this as improper use of email.

Do not say or do anything (or post pictures) on social media that you would not share in the classroom with parents, your school Principal and your school Board. Posts of provocative photographs, sexually explicit messages or the use of alcohol or drugs which are allowed to be viewed by the public (social media "friends") would be considered quite inappropriate and could certainly jeopardize one's employment.

4.13.14 Disclaimer -DeKalb County Schools make no warranties of any kind, whether expressed or implied, for the service provided. The school system shall not be responsible for any damages suffered while the user is on the system. Such damages could include, but are not limited to, loss of data, non-deliveries, missed deliveries or service interruptions caused by the user or others. Use of any information obtained through DeKalb County School's network is at the user's own risk. The school system specifically disclaims any responsibility for the accuracy of the information obtained through its services.

If you do not want your child to use the Internet, parent and student must sign and return the Opt-Out Internet Use Policy form below: This does not cover State Mandated testing

4.13.15 OPT OUT Internet Use Policy -The DeKalb County Schools System provides access to electronic mail for employees and some student classes. That access is for their use in any educational and instructional business that they may conduct. All contents and usage of electronic mail shall be the property of the DeKalb County Schools System.

Internet OPT OUT FORM

DATE: _____

I DO NOT want my child using the internet!

I understand that by signing below that my child WILL NOT use the internet except for state mandated testing.

This form must be signed and returned to the student's school to be kept in the student's file.

Parent/Guardian

Name: _____
Please Print Name Signature

Student Name: _____
Please Print Name Signature

4.14 *Data Governance*

4.14.1 Purpose

- a. It is the policy of DeKalb County Schools that data or information in all its forms--written, electronic, oral, or printed--is protected from accidental or intentional unauthorized modification, destruction or disclosure throughout its life cycle. This protection includes an appropriate level of security over the equipment, software and practices used to process, store, and transmit data or information.
- b. The data governance policies and procedures are documented and reviewed annually by the Data Governance Committee.
- c. DeKalb County Schools conducts annual training on their data governance policy and documents that training.
- d. The terms data and information are used separately, together, and interchangeably throughout the policy. The intent is the same.

4.14.2 Scope - Superintendent is authorized to establish, implement, and maintain data and information security measures. The policy, standards, processes, and procedures apply to all students and employees of the district, contractual third parties and agents of the district, and volunteers who have access to district data systems or data.

This policy applies to all forms of DeKalb County Schools' data and information, including but not limited to:

- a. Speech, spoken face to face, any form of sign language, or communicated by phone or any current and future technologies,
- b. Hard copy data printed or written,
- c. Communications sent by post/courier, fax, electronic mail, text, chat and or any form of social media, etc.,
- d. Data stored and/or processed by servers, PC's, laptops, tablets, mobile devices, etc..., and
- e. Data stored on any type of internal, external or removable media or cloud based services.

4.14.3 Regulatory Compliance – The district will abide by any law, statutory, regulatory, or contractual obligations affecting its data systems. DeKalb County Schools complies with all applicable regulatory acts including but not limited to the following:

- a. Children's Internet Protection Act (CIPA)
- b. Children's Online Privacy Protection Act (COPPA)
- c. Family Educational Rights and Privacy Act (FERPA)
- d. Health Insurance Portability and Accountability Act (HIPAA)
- e. Payment Card Industry Data Security Standard (PCI DSS)
- f. Protection of Pupil Rights Amendment (PPRA)

4.14.4 Risk Management –

- a. A thorough risk analysis of all DeKalb County Schools' data networks, systems, policies and procedures shall be conducted on an annual basis or as requested by the Superintendent or Technology Manager. The risk assessment shall be used as a basis for a plan to mitigate identified threats and risk to an acceptable level.

- b. The Superintendent or designee administers periodic risk assessments to identify, quantify, and prioritize risks. Based on the periodic assessment, measures are implemented that mitigate the threats by reducing the amount and scope of the vulnerabilities.

4.14.5 Data Classification - Classification is used to promote proper controls for safeguarding the confidentiality of data. Regardless of classification the integrity and accuracy of all classifications of data are protected. The classification assigned and the related controls applied are dependent on the sensitivity of the data. Data are classified according to the most sensitive detail they include. Data recorded in several formats (e.g., source document, electronic record, report) have the same classification regardless of format.

4.14.6 Systems and Information Control - Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device may be referred to as devices. All involved systems and information are assets of DeKalb County Schools and shall be protected to the best of DCS ability from misuse, unauthorized manipulation and/or destruction. These protection measures may be physical and/or software based.

- a. **Ownership of Software:** All computer software developed by DeKalb County Schools employees or contract personnel on behalf of DeKalb County Schools, licensed or purchased for DeKalb County Schools use is the property of DeKalb County Schools and shall not be copied or distributed for use at home or any other location, unless otherwise specified by the license agreement.
- b. **Software Installation and Use:** All software packages that reside on technological systems within or used by DeKalb County Schools shall comply with applicable licensing agreements and restrictions and shall comply with DeKalb County Schools' acquisition of software procedures.
- c. **Virus, Malware, Spyware, Phishing and SPAM Protection:** Virus checking systems approved by the District Technology Department are deployed using a multi-layered approach (computers, servers, gateways, firewalls, filters, etc...) that ensures all electronic files are appropriately scanned for viruses, malware, spyware, phishing and SPAM. Users shall not turn off or disable DeKalb County Schools' protection systems or to install other systems.
- d. **Access Controls:** Physical and electronic access to information systems that contain Personally Identifiable Information (PII), confidential information, internal information and computing resources is controlled. To ensure appropriate levels of access by internal workers, a variety of security measures are instituted as recommended by the Data Governance Committee and approved by DeKalb County Schools. In particular, the Data Governance Committee shall document roles and rights to the student information system and other like systems. Mechanisms to control access to PII, confidential information, internal information and computing resources include, but are not limited to, the following methods:
 - 1. **Authorization:** Access will be granted on a "need to know" basis and shall be authorized by the Superintendent, Principal, immediate supervisor, or Data Governance Committee with the assistance of the Technology Manager. Specifically, on a case-by-case basis, permissions may be added to those already held by individual users in the student management system, again on a "need-to-know" basis and only in order to fulfill specific job responsibilities, with the approval of the Technology Manager.

2. **Identification/Authentication:** Unique user identification (user ID) and authentication are required for all systems that maintain or access PII, confidential information, and/or internal information. Users will be held accountable for all actions performed on the system with their User ID. User accounts and passwords shall be kept secure and NOT shared.
3. **Data Integrity:** DeKalb County Schools provides safeguards so that PII, confidential, and internal information is not altered or destroyed in an unauthorized manner. Core data are backed up to a private device for disaster recovery. In addition, listed below are methods that are used for data integrity in various circumstances:
 - transaction audit
 - off site backups
 - disk redundancy (RAID)
 - checksums (file integrity)
 - data encryption
 - data wipes
4. **Transmission Security:** Technical security mechanisms are in place to guard against unauthorized access to data that are transmitted over a communications network, including wireless networks. The following features are implemented:
 - integrity controls and
 - encryption, where deemed appropriate

Note: Only DCS district-supported email accounts shall be used for communications to and from school employees, to and from parents or other community members, to and from other educational agencies, to and from vendors or other associations, and to and from students for school business.

5. **Remote Access:** Access into DeKalb County Schools' network from outside is allowed using the DCS Portal. All other network access options are strictly prohibited without explicit authorization from the Technology Director, ISO, or Data Governance Committee. Further, PII, confidential information and/or internal information that is stored or accessed remotely shall maintain the same level of protections as information stored and accessed within the DeKalb County Schools' network. PII shall only be stored in cloud storage if said storage has been approved by the Data Governance Committee or its designees.
6. **Physical and Electronic Access and Security:** Access to areas in which information processing is carried out shall be restricted to only appropriately authorized individuals. At a minimum, staff passwords shall be changed annually.
 - No PII, confidential and/or internal information shall be stored on a device itself such as a hard drive, mobile device of any kind, or external storage device that is not located within a secure area.
 - No technological systems that may contain information as defined above shall be disposed of or moved without adhering to the appropriate Purchasing and Disposal of Electronic Equipment procedures.
 - Formatting of Hard Drives or the removal of information is only permitted by the Technology Department on any devices.
 - It is the responsibility of the user to not leave these devices logged in, unattended, and/or open to unauthorized use.

- e. **Data Transfer/Exchange/Printing:**
 - 1. **Electronic Mass Data Transfers:** Downloading, uploading or transferring PII, confidential information and internal information between systems shall be strictly controlled. Requests for mass download of, or individual requests for information for research or any other purposes that include PII shall be in accordance with this policy and be approved by the **ISO**. All other mass downloads of information shall be approved by the committee and/or ISO and include only the minimum amount of information necessary to fulfill the request. A Memorandum of Agreement (MOA) shall be in place when transferring PII to external entities such as software or application vendors, textbook companies, testing companies, or any other web based application, etc... unless the exception is approved by the Data Governance Committee and/or Technology Manager.
 - 2. **Other Electronic Data Transfers and Printing:** PII, confidential information, and internal information shall be stored in a manner inaccessible to unauthorized individuals. PII and confidential information shall not be downloaded, copied or printed indiscriminately or left unattended and open to compromise. PII that is downloaded for educational purposes where possible shall be de-identified before use.
- f. **Oral Communications:** DeKalb County Schools' staff shall be aware of their surroundings when discussing PII and confidential information. This includes but is not limited to the use of cellular telephones in public areas. DeKalb County Schools' staff shall not discuss PII or confidential information in public areas if the information can be overheard. Caution shall be used when conducting conversations in: semi-private rooms, waiting rooms, corridors, elevators, stairwells, cafeterias, restaurants, or on public transportation, etc....
- g. **Audit Controls:** Hardware, software, services and/or procedural mechanisms that record and examine activity in information systems that contain or use PII are reviewed by the **Technology Department** annually. Further, the committee also regularly reviews records of information system activity, such as audit logs, access reports, and security incident tracking reports.
- h. **Evaluation:** DeKalb County Schools requires that periodic technical and non-technical evaluations of access controls, storage, and other systems be performed in response to environmental or operational changes affecting the security of electronic PII to ensure its continued protection.
- i. **IT Disaster Recovery:** Controls shall ensure that DeKalb County Schools can recover from any damage to critical systems, data, or information within a reasonable period of time. Each school, department, or individual is required to report any instances immediately to the Superintendent and/or Technology Manager, Risk Management Officer, Technology Director and/or ISO for response to a system emergency or other occurrence (for example, fire, vandalism, system failure and natural disaster) that damages data or systems.

The IT Disaster Plan shall include the following:

- 1. A prioritized list of critical services, data, and contacts.
- 2. A process enabling DeKalb County Schools to restore any loss of data in the event of fire, vandalism, natural disaster, or system failure.

3. A process enabling DeKalb County Schools to continue to operate in the event of fire, vandalism, natural disaster, or system failure.
4. Procedures for periodic testing of written contingency plans to discover weaknesses and the subsequent process of revising the documentation, if necessary.

4.14.7 Compliance

- a. The Data Governance Policy applies to all users of DeKalb County Schools' information including: employees, staff, students, volunteers, and outside affiliates. Failure to comply with this policy by employees, staff, volunteers, and outside affiliates may result in disciplinary action up to and including dismissal in accordance with applicable DeKalb County Schools' procedures, or, in the case of outside affiliates, termination of the affiliation. Failure to comply with this policy by students may constitute grounds for corrective action in accordance with DeKalb County Schools' policies. Further, penalties associated with state and federal laws may apply.
- b. Possible disciplinary/corrective action may be instituted for, but is not limited to, the following:
 1. Unauthorized disclosure of PII or confidential information.
 2. Unauthorized disclosure of a log-in code (User ID and password).
 3. An attempt to obtain a log-in code or password that belongs to another person.
 4. An attempt to use another person's log-in code or password.
 5. Unauthorized use of an authorized password to invade student or employee privacy by examining records or information for which there has been no request for review.
 6. Installation or use of unlicensed software on DeKalb County School technological systems.
 7. The intentional unauthorized altering, destruction, or disposal of DeKalb County Schools' information, data and/or systems. This includes the unauthorized removal from DCS of technological systems such as but not limited to laptops, internal or external storage, computers, servers, backups or other media, copiers, etc... that contain PII or confidential information.
 8. An attempt to gain access to log-in codes for purposes other than for support by authorized technology staff, including the completion of fraudulent documentation to gain access.

More information and forms pertaining to Data Governance can be found online at www.dekalbk12.org.

4.15 Vendors

Salesmen for insurance and other sales companies may ask to meet with employees to promote their program or product. The Principal may notify staff that a salesman/vendor would like to meet with the faculty when available and employees may choose to attend. However, such meeting cannot be part of a called faculty or staff meeting.

4.16 Volunteers and Non-Board Employees – Background Check

- 4.16.1 Volunteers – Volunteers are to be supervised by a board employee. General volunteers approved by the principal do not have to have a background check.
- 4.16.2 Special Contracts - Anyone having unsupervised contact with students shall have a background check.

- 4.16.3 Student Teachers - Student teachers should have a background check completed by the college or university. Student teachers must be supervised by the cooperating teacher and school administrator.
- 4.16.4 Volunteer Coaches – Volunteer coaches are required to have a current background check completed every 2 years. Volunteer Coaches may not serve as the sole representative of the DeKalb County Board of Education. A certified employee must always supervise a volunteer coach.

4.17 *Community Education*

4.17.1 Adopt-A-School

The DeKalb County Board of Education encourages schools to develop and participate in a community education program whereby business and industry are invited to "adopt" schools. Schools shall develop and implement systematic procedures to enhance community involvement and support through joint planning and collaborative efforts. Assistance will be provided by the Community Education Coordinator.

4.17.2 After School and Evening Classes

The Community Education Coordinator will assist in arranging for extended day and evening classes to be offered at several locations during the year. Surveys will be conducted to determine interest and need.

4.17.3 Community Technology

Schools are encouraged to provide multiple opportunities for parents and citizens of the community to participate in various trainings and social programs utilizing computer technology in the labs, classrooms and libraries.

4.17.4 Community Involvement

Community involvement is requirement for participation in federal and state grant programs and for approval of district and school technology plans. Assistance may be obtained from the Technology Coordinator.

4.18 *Relations with Police Authorities*

It shall be the policy of the DeKalb County Board of Education to fully cooperate with law enforcement agencies in the interest of the welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility, school officials shall observe the following:

- a. A student in school may not be interrogated by any law enforcement authority without the knowledge of the school officials. Parents or guardians shall be present if such can be arranged within a reasonable period of time.
- b. Any such interrogation must be done in private with an official school representative present.
- c. A student may not be released into the custody of persons other than parent or legal guardian, unless placed under arrest by legal authority.
- d. If a student is removed from the school by legal authority, parents shall be notified of this action by school officials as soon as possible.
- e. When questioning a student regarding possible child abuse, either a DHR representative, Principal or Assistant Principal must be present OR a faculty member of the student's choice.

However, parents or guardians do not have to be notified if police indicate they may, allegedly, be involved in the abuse.

4.19 *School and Community Organizations Relations*

a. *Parent-Teacher Associations/Organizations*

The DeKalb County Board of Education considers parent-teachers associations as auxiliaries to the public schools, and not as "outside" groups. Whenever a local parent-teacher association 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 association in every way practicable. Meetings of these associations may be held in the school building with the permission of the school Principal without the necessity of the lease required of "outside" groups.

b. *School/Community*

The DeKalb County Board of Education requires that goals for the school be developed with the assistance of the individual school communities and that progress toward meeting stated goals be communicated to the public on a regular basis through newsletters, school meetings and other means.

c. *Booster Clubs*

It shall be the policy of DeKalb County Board of Education to work with, and encourage the support of band and athletic booster clubs. All booster club activities shall be authorized by, and coordinated with, the school Principal. All decisions concerning personnel employed by the Board shall be strictly reserved as a Board matter and shall not be the prerogative of booster clubs. Any person paid solely by a citizen group must be approved by the Board prior to being permitted to work with students in the local schools. The Board is not responsible for commitments made by other groups, individuals or organizations.

d. *The Alabama Department of Education has provided Guidelines for School-Related Organizations.*

Each Principal and school related organization must follow these guidelines when determining if a club or organization is a school related activity. The purpose of these Guidelines for School-Related Organizations is to assist these organizations, school officials, school bookkeepers, auditors and other agencies in determining the proper accounting for school-related organizations.

4.20 *Inter-district Relations*

The DeKalb County Board of Education shall participate in shared services with other Boards as required by federal and state laws as they relate to federal projects in which the local schools are involved. The Board endorses the idea of cooperative undertakings with other School Districts when such endeavors create a more effective learning environment for students.

4.21 *School Resource Officers*

School Resource Officers operate under the direction of the Sheriff/SRO Supervisor.

V. Personnel

5.1 *Principals*

5.1.1 General Requirements - The DeKalb County Board of Education views each school Principal as the school leader who has a vision for the school and who must be able to convey that vision to the community. Principals are expected to have a clear sense of purpose, persistence, and self-knowledge, to view themselves and others as perpetual learners, to have a love for their work, and to possess the ability to attract and energize people. Principals must convey high expectations for students, for staff, and for their own performance. In order to accomplish this, they must be adept at communication. The Principal is responsible for the administration and leadership of his/her individual school and is expected to supervise his/her total school program, including all members of his/her staff, in accordance with the policies of the Board of Education. Principals must possess a Master's Degree in School Administration and meet all requirements for accreditation by the Southern Association of Secondary Schools and Colleges.

All Principals and assistant Principals will report at least thirty (30) minutes prior to the opening of the school day and remain not less than thirty (30) minutes after the close of the school day. Bus arrival time and completion of route will be a determining factor. All employees under contract for 10, 11 or 12 months will be on full-time duty during the summer months of their employment contract and at other times as the need exists with the exception of vacation time for those on a 12 month contract.

High school Principals are employed for the period July 1-June 30 (twelve calendar months) and Elementary/Junior High Principals are employed for eleven scholastic months. Assistant Principals in K-12 schools are employed for ten months.

Twelve months principals are to be on duty a minimum of 242 full working days per year, Monday through Friday, exclusive of approved holidays. Eleven months principals are to be on duty a minimum of 222 full working days per year, Monday through Friday, exclusive of approved holidays.

Principals will be evaluated using the current instrument required by the State Department of Education. New Principals, employed after July 1, 2000, will receive contracts in line with Alabama state legislation.

5.1.2 Duties and Responsibilities - Duties of the Principal include but are not limited to the following and those described in other sections of the policy manual. Principals are:

- a. To act as the school's primary instructional leader.
- b. To uphold and implement the policies of the Board of Education.
- c. To conduct frequent visits to classrooms in order to facilitate direct observations, evaluations (as required by the State of Alabama), and supervision of instructions, and other requests of the Superintendent and Board.
- d. To prepare and submit a class schedule to the Superintendent in line with faculty certification and all accreditation requirements and policies.
- e. To make equitable assignments of students among the teachers with regard to class and daily attendance in keeping with State required pupil-teacher ratios.
- f. To make all teaching assignments in line with certification requirements for the grade, subject, or level taught.

- g. To assign no person to teach a class who has not been approved by the Board of Education.
- h. To make sure that all students receive instruction from an employed, certified teacher, whether in a classroom, lab, In-School Suspension program, or other school arrangement.
- i. To make sure that all teacher aides, regardless of whether or not they are certified, work under the supervision of a certified teacher, in line with State Board requirements.
- j. To recommend to the Superintendent, qualified applicants for the position of custodian, teacher aide, clerical aide, lunchroom manager or worker, and any other position as requested by the Superintendent.
- k. To recommend personnel for transfers within the school, and to sign placement questionnaires for employees in keeping with evaluations. The Principal will substantiate with documentation any recommendations for dismissal or conditional placement.
- l. To promote a professional atmosphere and attitude among all personnel.
- m. To see that the instructional program includes all subjects and requirements as directed by the State Department of Education and local Board of Education, including but not limited to the State Course of Study.
- n. To plan and conduct staff meetings, orientation; and in-service as required by policy, or as requested by Superintendent, and to ensure continuous growth for all personnel.
- o. To operate the school in keeping with policies regarding the length of the day and year, and to obtain approval from the Superintendent and/or Board for any changes or deviations from schedules, curriculum, or calendar.
- p. To select the best qualified substitute teacher available from a list of certified applicants.
- q. To see that all materials and equipment are kept in good condition and used economically.
- r. To maintain and report inventory of buildings including equipment and furniture, playground or athletic equipment.
- s. To provide adequate storage and protection for state-owned textbooks and to collect for lost or damaged books. To provide an adequate inventory of books and other materials as required by the Superintendent and Board of Education and in keeping with policies.
- t. To inspect the school periodically for fire hazards and other potential hazards, such as chemicals, electrical, oily rags, paper or trash, and to see that the school is abiding by all safety rules and regulations set forth by the Board of Education, the fire marshal, and the state insurance inspector.
- u. To make safety inspections of playgrounds, equipment, athletic facilities and bleachers prior to games and to report findings to Superintendent.
- v. To make sure that the school is maintained by the custodial staff to the satisfaction of the Superintendent and Board of Education. To submit a cleanliness checklist quarterly, in addition to a monthly maintenance report, on forms provided by the Superintendent.
- w. To work with the Transportation Supervisor on selection of bus drivers and determination of bus stops and bus routes, and to follow and implement policies as stated in the Transportation Policy Handbook.
- x. To handle bus discipline problems. (Drivers are to report problems to Principal as soon as necessary, either calling in on county-owned cell phone or making an oral report when arriving back at school, depending upon the seriousness of problem. If no action is taken and a second offense occurs, driver may make a written report to the Superintendent.)

- y. To meet with local school patrons and citizens on occasion to discuss school programs.
- z. To be responsible for developing a program and to hold "Open House" on Parental Involvement Day as prescribed by Board of Education and Superintendent.
- aa. To sign necessary legal papers.
- bb. To be responsible for general management and discipline of the total school program as outlined in policies and in compliance with all state and federal regulations.
- cc. To make sure that all In-School Suspension programs follow Board policies and guidelines including approval by Principal of student placement in ISS.
- dd. To see that students are under the direct supervision of a certified teacher and have the opportunity to receive guidance services.
- ee. To investigate and report back to Superintendent all notices of improper use of Email, Internet access, computers or software and see that Copyright laws are followed.
- ff. To implement all policies as set forth by State and County Boards of Education as required.
- gg. To maintain accreditation standards set forth by the Southern Association and the State Department of Education.
- hh. To see that all personnel in the school are on duty when schools are open, work their required schedule, including planning period, as well as classes, and make sure that no employee deviates from the approved schedule without Board approval.
- ii. To see that attendance data is input correctly and in a timely manner, that all absences are recorded properly, and that the necessary reports are made, checked, and corrected prior to the last working day for personnel. Data is to be input daily as required by the State Department and records maintained in audit order. By the end of the school term, data shall have been input and verified through the 8th month and all but the last week of the term, prior to the close of school. Last minute adjustments can then be made on the workday.
- jj. To verify and sign off on student rosters when submitting the first attendance report. To make all reports in a timely manner, as accurately as possible, and to maintain and protect files and records for the school.
- kk. To see that free and reduced price lunch information, as well as grades and other private information, is protected. To see that confidential records are maintained by regular school employees who are answerable to the Superintendent and Board.

5.1.3 Local School Accounting Procedures – The Principal shall:

- a. See that any request for Board of Education payment of expenditure for the school is submitted correctly in keeping with requisition and purchasing procedures.
- b. Follow all rules and regulations pertaining to school accounting and to keep records and make reports in line with approved auditing procedures as stated or required by the Board, Superintendent, and state and federal agencies.
- c. Ensure that no local school funds are used for payments, bonuses, or supplements to personnel without express approval of the DeKalb County Board of Education.
- d. Ensure applicable funds are turned in to the Payroll Department.
- e. Keep receipts for all cash received. Secure and protect cash "bags" or "boxes."
- f. Deposit all receipts in bank and reconcile receipts with deposits at time deposit is made. Daily bank deposits will tend to eliminate the possibility of excessive losses of cash on hand due to fire, theft, etc.
- g. Make all disbursements by check.
- h. Do not make checks payable to "cash." Principals shall not make checks payable to themselves.

- i. Obtain bank statements and canceled checks from the bank at the close of each month and reconcile bank account monthly.
- j. Keep receipts of school funds and lunchroom funds separate at all times. Do not make transfers from one fund (or loans) to the other.
- k. Secure proper invoices or supporting evidence for all disbursements. Use the Standard Invoice Form, if no invoice is furnished by the vendor. Make sure that the invoices are properly signed.
- l. Include total receipts of all school activities in the school fund and make all disbursements by check. Do not record only the profit received.
- m. Segregate receipts and disbursements on General Ledger so that the balances can be determined for various school organizations, clubs, classes, activities, etc., on deposit in the school fund.
- n. Include with the monthly financial reports to the Superintendent a list of all unpaid bills, along with the dates these bills were incurred. Monthly reports are due by the 15th of the month following reporting month.
- o. Tickets for Athletic Games: Follow directions by the Examiners of Public Accounts. All leftover tickets on rolls are to be saved and secured. Use numbered tickets and numbered receipt records for all school events where admissions are charged. At least two employees shall count proceeds and verify amount. A report of ticket sales and money must be turned in to Principal. Counters shall sign off on receipt changes to Principal.
- p. Use all prescribed accounting forms and records. Principals, as well as all other employees of the school system, must use a pre-approved Purchase Order numbering system for all purchases paid from school funds of any source with the exclusion of lunchroom funds and teachers using an approved Debit Purchase Card/PO.
- q. Use the revised uniform system of local accounting for all school funds following guidelines set by the Alabama State Department of Education.
- r. Be prepared to make annual financial report for period ending September 30 of each year as early as possible in order for reports from all schools to be checked, corrected if necessary, and combined for state report.
- s. Fall billing (delayed) is prohibited. Payment should be made within 30 days of receipt of merchandise or supplies.
- t. Old debts should be paid as promptly as possible. If unpaid for more than 90 days, explanation should be attached to next financial statement. Do not authorize a purchase when funds are not sufficient to foresee prompt payment.
- u. Purchases with school funds are to be made in keeping with bid prices, following bid law, when available.
- v. No salaries, bonuses, or supplements shall be paid directly to employees from the local school General Fund or Child Nutrition funds. Checks payable to the DeKalb County Board of Education are to be submitted with Principal's payroll for all locally funded (Board approved) salaries.
- w. Matching Social Security (at the present rate) must be submitted with Principal's payroll for all part-time employees.
- x. Requests for Board payment of any expenditure by a school or an individual must be submitted in writing by the Principal and have approval of the Board prior to payment.

- y. With the exception of teacher supply fund purchases made with an approved Debit Purchase Card/PO, teachers, as well as all other school system personnel, are required to clear with the Principal or Superintendent, as applicable, and secure his/her approval in writing in the form of a purchase order or requisition, using a P.O. number and dating system, before obligating the school to payment of any time or service.
- z. Purchase items from the state bid list, when available, when using school funds. It is recommended that at least three quotes be obtained through a sealed bid process for all other items in order to obtain the best price even though said items are under the bid limit.
- aa. Principals, whose employment is to terminate by June 30 of a given year, should be careful in making purchases or obligating the school for payment beyond July 1 of that year.
- bb. Principals will follow all guidelines, policies and directives from the Superintendent and Board of Education regarding school funds management.

5.1.4 School Mission and Goals - The DeKalb County Board of Education requires that all schools with the leadership of the principal establish a written mission and goals, in line with the Board's mission and goals, and annual goals for improvement, with the assistance of the staff, students, parents, and others, and disseminate this information to the school community.

5.2 *Employee Qualifications and Duties*

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

- a. The Board of Education is in agreement that all employees have the responsibility for reading and becoming familiar with policies and shall adhere to the policies.
- b. Employees are required to be punctual and to attend work regularly.
- c. Employees are required to perform the duties and responsibilities that are assigned to them by the Board, the Superintendent, or their supervisor(s). Such duties and assignments may extend beyond or outside the instructional day and may include off-campus functions, events, and activities. An effort shall be made to honor employees' preferences in assignments if training, experience, and qualifications are equal.
- d. Employees are expected to treat all students, co-employees, visitors, and guests of the Board with respect. Employees are expected to demonstrate moderation, restraint, and civility in their dealings with others and, in general, to serve as appropriate role models for students in their behavior and demeanor.
- e. Employees are required to obey all laws, ordinances, Board policies, supervisory directives, and other pertinent authority while carrying out duties for the Board.
- f. Employees whose duties include the instruction or supervision of students must provide effective supervision, discipline, organization, and instruction of the students.
- g. Employees must complete and submit required reports accurately and in a timely fashion.
- h. Employees must respect, protect, and exercise due care in the handling, use, and operation of Board property and equipment.
- i. Employees shall at all times maintain appropriate, “professional” demeanor from students and shall not engage in conduct including communication of any kind that constitutes, solicits, or suggests sexual, romantic, or inappropriately familiar interaction with students.

- j. Employees are required to report to work or to school functions in attire that is appropriate to their position and the nature of the function and that is in keeping with generally accepted standards of decorum and professionalism. Service and other employees who are issued uniforms shall wear uniforms when required.
- k. Employees shall promptly disclose to the Board any fact that would disqualify them from employment or that renders them unable to perform their essential job functions.
- l. The Board of Education shall not prohibit outside employment by an employee. Under no condition, however, will the Board permit outside work by an employee to interfere with his efficiency in carrying out his responsibilities. The Board reserves the authority to deny any employee the privilege of working at another job if such employment lessens or interferes with the employee's efficiency and work in his assigned duties.

5.2.2 Special Requirements

- a. *Work Schedules (Teachers)* – Each certified employee of a school (with the exception of Principals who are to report in accordance with policy) is to report to work at least fifteen (15) minutes prior to the opening of the school day. Said employees shall remain at the school for at least fifteen (15) minutes after the close of school each day. The schedule may vary for employees who have been assigned duties by their supervisor that require an adjustment in this schedule. Certified employees that are employed by 21st Century, Extended Day, Supplemental Educational Services Providers, and other after school programs will adjust their schedule as follows: Certified employees employed in after school programs will be allowed to begin serving students in the after school program as soon as students are dismissed from the regular school day. However, compensation for activities within the after school program will not begin until 15 minutes after students are dismissed from the regular school day.
- b. *Work Schedules (Support Personnel, Central Office Staff, and Administrators)*- The Superintendent is authorized to establish work schedules, including minimum work times, for support personnel, central office staff, and administrators. Eleven and twelve month employees, (Principals, supervisors, and coordinators), on an administrative salary schedule, are required to work the full day or until offices close at 4 p.m.
- c. *Professional Certification* – In addition to requirements established by the State Board of Education and the pertinent job description, professional employees must hold a degree from an accredited college or university and hold a current, valid, and properly endorsed Alabama Teacher's Certificate, which will be maintained in the Superintendent's office. A teacher who has completed the certification process but has not received the certificate may be employed on tentative or temporary compensation pending verification of certification from the State Department of Education. Upon receipt of such verification, appropriate adjustments will be made to the teacher's salary. If a teacher earns a higher certificate that merits increased compensation under the approved salary schedule, any salary increase will become effective upon Board approval following receipt of documentation of the new certification from the State Department of Education.

- d. *Substitute Teachers* – Substitute teachers must, at a minimum, possess a high school diploma and valid and current Alabama Substitute Teacher’s Certificate or Alabama Teacher’s Certificate.
- e. *Teacher Aides* – Teacher assistants must, at a minimum, possess (i) a high school diploma or its equivalent; (ii) a two year diploma from a college or university (or the equivalent hours) or pass the Work Keys Assessment; and (iii) a certificate from the State Department of Education verifying a “clear” status resulting from a background check.
- f. *Bus Drivers* – In addition to the requirements established by the State Board of Education, a bus driver must: (i) hold a valid commercial driver’s license, (ii) complete a minimum of twelve (12) hours of approved instruction in school bus driving, (iii) satisfactorily complete a written examination driver’s performance test approved or administered by the State Department of Education of State Superintendent, (iv) complete additional Board requirements as required by the Superintendent or his designee. A bus driver must also meet any requirements of the entity providing the Board’s automobile liability coverage.
[Reference: ALA. CODE §16-27-4 (1975)]

5.2.3 Dress Code for Adult Personnel – In keeping with the professional expectations of the DeKalb County Board of Education, DEA, and ESPO, employees will:

- a. Act and dress as professionals.
- b. Set a good example for the youths they teach and serve.
- c. Remember that children and teenagers are impressionable.
- d. Be good role models.
- e. Always be clean, neat, and dressed appropriately for the profession.
- f. The Board recognizes that at times it is necessary for shop personnel, P.E. personnel, and lower elementary personnel, to wear clothing appropriate for their activities. However, every effort should be made to change to more conventional clothing at the earliest opportunity.
- g. Under no circumstances should personnel violate any dress code required for high school students

5.2.4 Tobacco Use Prohibited – No smoking or use of tobacco products of any kind, is permitted in school buildings, offices, buses, on campus, or at any school functions, athletic or other, whether on or off school property. School gymnasiums and lobbies are included in this prohibition, and signs are to be posted for visitors. This policy is to be enforced uniformly, on a county-wide basis, at all school events, regardless of the time of day. This tobacco ban applies to all students, employees, visitors, and volunteer assistants. Employees of the DeKalb County Board of Education are prohibited from use of tobacco products (cigarettes, snuff, chewing tobacco, etc.) while on school Board owned or operated property. This ZERO TOLERANCE mandate includes extra-curricular school activities held after school hours during the time the employee is in charge of supervising students, whether on or off school campus, or in transit with a student group, team or club.

Failure to adhere to this policy will result in the employee receiving the following:

- a. First Offense: Verbal Warning:
- b. Second Offense: Written Warning
- c. Third Offense: Referral to the DeKalb County Board of Education for possible termination based on insubordination.

- 5.2.5 Code of Ethics – The DeKalb County Board of Education expects all employees to conduct themselves in an ethical manner. For example, see AASB's Code of Ethics for Professional Educators or the NEA Code of Ethics.
- 5.2.6 Conflict of Interest – The DeKalb County Board of Education shall prohibit any employee of the school district from having any pecuniary interest, directly or indirectly, in supplying books, maps, school furniture, or apparatus for the schools, or to act as agent, for any author, publisher, bookseller, or dealer in instructional, athletic, graduation, dub, or food service supplies or equipment for the schools.
- 5.2.7 School Volunteers – The DeKalb County Board of Education recognizes that volunteers can make many valuable contributions to the schools. Therefore, the Board may permit a volunteer program in the district, subject to suitable regulations and safeguards, to be promulgated by the Superintendent or staff in cooperation with the schools. The activities of school volunteers shall be continually monitored to assure proper management of their services. Volunteers shall not have direct supervision of students. Volunteers, since they are not employed or under contract by the system, shall not instruct a class for credit or have total supervision of students. All volunteers must wear an Identification Badge provided by the school. Coaching volunteers for all sports may not represent or speak for the team or school. Fingerprinting is required for all volunteer coaches involved in the coaching of AHSAA sponsored sports teams.
- 5.2.8 Lesson Plan/Modification – The DeKalb County Board of Education requires the development of lesson plans by each teacher. Daily plans shall be developed a week in advance for a three-week period. It shall be the responsibility of each Principal to see that the teachers under his/her supervision prepare lesson plans, Supervisors of instruction shall be available to assist teachers in developing effective and acceptable plans when this service is requested. Lesson plans must be made available for substitutes. Lesson plans shall be available for inspection by the Principal. The Superintendent shall instruct Principals and other supervisory personnel to review lesson plans periodically. Teachers shall follow the state course of study, local scope and sequence and curriculum guides, as available. Lesson plans shall include, but not be limited to, objectives, grouping arrangements and instructional techniques to accommodate different learning styles of students, materials and equipment needed and method of assessment.
- 5.2.9 Sexual Harassment – Sexual harassment by, or against, DeKalb County Board of Education students or employees is hereby prohibited. It shall be a violation of this policy for any student or employee to subject another person to harassment through conduct or communication of a sexual nature. Other forms of harassment are prohibited as well. Complaints may be filed in line with the Grievance Procedures and Due Process. Complaints may be filed with the Title VI/IX Coordinator for the DeKalb County School System at 256-638-6921.
- 5.2.10 Child Abuse – In accordance with State law, teachers MUST report any known or suspected cases of child abuse to the Department of Human Resources, not to the school Principal. Although it is preferred that a representative of the Department of Human Resources be present during police interrogation, the Principal, the assistant Principal, or any faculty member that the child requests may serve as a substitute for parents.

5.2.11 Sexual Abuse Policy

- a. DeKalb County Schools educators and other employees deemed necessary by administration will attend a mandatory training on:
- Recognizing signs of child sexual abuse
 - Mandatory reporting
 - One to One situational awareness
- b. Elementary Teachers, counselors, nurses, and health teachers will educate students about personal safety by:
- Using the recommended Child Personal Safety Curriculum.
 - Inviting outside professional agencies to provide additional programs regarding personal safety/ abuse awareness to be shared with our students.

5.3 ***Equal Employment Opportunity***

It shall be the policy of the DeKalb County School System to recruit and select for employment the best qualified applicant for each position within said system, when possible, without regard to religion, race, creed, or color. No person shall be denied employment solely because of sex, age, marital status, or disability.

5.4 ***Hiring***

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

5.4.2 Qualifications – Applicants must meet the minimum qualifications of the position as provided in Board policy, the job description for the position, the posted advertisement for the position, or as may otherwise be established by the Board, applicable law, or regulation. Applicants must hold such degrees, licenses, certificates, and like credentials as may be necessary, appropriate, or customary for the position in question. It shall be the responsibility of the teacher to submit the certificate to the Superintendent's office. The Board of Education may impose additional qualifications for positions authorized as they may require. Out-of-field teachers, employed on an emergency basis, will be required to earn a minimum of six semester hours each year until complete certification has been achieved, preferably within three years, in keeping with state recommendations. Anyone who fails to obtain the required credit will not be re-employed. All employees, new to the system (full-time, part-time or substitute) must be fingerprinted, unless they have been printed and cleared through the State Certification Department within the last two (2) years. Applications for any position must be completed correctly. Applications containing medical sections must be completed by a physician to be considered complete.

It is recognized by the Board of Education that the above qualifications are set up to promote minimum standards. Therefore, it is the policy of the Board of Education to employ persons who exceed these minimum requirements whenever possible. Applicants residing within the county shall be given consideration when all experience and qualifications are equal.

- 5.4.3 Hiring Authority – The Board is responsible for making all final hiring decisions, and no hiring decision is official, final, or effective unless and until it is approved by a vote of the Board. No principal, administrator, supervisor, or other employee has authority to hire an applicant without Board approval or to commit the Board to specific action regarding employment. It shall be the duty of the Superintendent to recommend in writing to the Board of Education for election the applicant who, in his professional judgment, is best qualified for the position. The Board of Education may then vote to employ or not to employ the applicant recommended by the Superintendent. If the Board of Education does not accept the recommendation, the Superintendent may make another recommendation. Principals are encouraged to refer applicants for support positions.
- 5.4.4 Job Posting – The posting of job vacancies will follow legislation and all applicable rules and regulations and by posting jobs for seven (7) days during the school year and fourteen (14) days during the summer. Any newly created jobs and administrative jobs shall be posted 14 days during the year.
- 5.4.5 Job Descriptions – A job description shall be discussed with each employee upon initial employment or when there is a change in position. A job description shall be prepared for each category of the Board of Education’s approved salary schedule. Copies will be kept on file in the Central Office.
- 5.4.6 Nepotism – DeKalb County Board of Education will follow all State and Federal laws concerning nepotism.

5.5 *Probationary Employment – Tenure*

- 5.5.1 Probation/Teachers – In accordance with the requirements of the Students First Act of 2011, each teacher shall serve a probationary term of three years – a teacher shall attain tenure upon the completion of three (3) complete, consecutive school years of full-time employment as a teacher with the same employer unless the governing Board 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. A probationary teacher whose employment or reemployment is effective prior to October 1 of the school year and who completes the school year shall be deemed to have served a complete year. Any teacher who has attained continuing service and who is promoted to Assistant Principal or Supervisor shall serve for three (3) consecutive contract years as assistant Principal or supervisor before gaining continuing service status in said capacity. Teachers with tenured status shall not lose their continuing service as a teacher during this process. New Principals employed after 7-1-00 will follow new state contract provisions.
- 5.5.2 Probation/Support – In accordance with the requirements of the Students First Act of 2011, a probationary classified employee attains non-probationary status upon the completion of three complete, consecutive school years of full-time employment with the same employer unless the governing body of the employer approves and issues written notice of termination to the employee on or before the fifteenth day of June immediately following the employee’s third consecutive complete school year of employment. A classified employee whose employment or reemployment is effective prior to October 1 of the school year and who completes the school year shall be deemed to have served a complete year.

5.6 Promotion

The DeKalb County Board of Education shall consider and determine all promotions of employees based upon the recommendations of the Superintendent. Certificated persons who are interested in administrative and supervisory positions shall make their wishes known by filing written applications in the Superintendent's office. All employees considered for promotion must possess the appropriate certification issued by the State Department of Education for said position.

5.7 Suspension

The DeKalb County Board of Education may suspend or dismiss any person in its employment for the following reasons:

- immorality
- incompetence
- insubordination
- neglect of duty
- failure to perform duties
- other good and just cause.

5.8 Reassignment of Teachers

The Superintendent may reassign a teacher to any grade, position, or work location within the same school, campus, or instructional facility. A tenured teacher must be provided with written notice no later than the twentieth calendar day after the first day of classes for students. A tenured teacher may not be involuntarily reassigned more than one time in a school year.

5.9 Transfers

5.9.1 Voluntary – The Board may grant a requested transfer if the employee so requesting said transfer possesses the certification, experience and other qualifications required for the position where such position exists. All requests for voluntary transfers shall be carefully considered and reviewed on a nondiscriminatory basis. Transfers of teachers during the school term shall be prohibited, including voluntary transfers except in case of extraordinary circumstances and majority vote of the Board.

5.9.2 Involuntary – A tenured teacher may be transferred within the school system to any grade or position for which the employee holds appropriate certification. The transfer must be without loss of or reduction in compensation. The tenured teacher must be provided written notice of the proposed transfer no later than the twentieth calendar day after the first day of classes for students. A tenured teacher may not be involuntarily transferred more than one time in a school year. A tenured teacher must be afforded the opportunity to meet with the Board of Education.

5.10 Cancellation of Contract

Any cancellation of contract by the Board will be in keeping with the Code of Alabama, Chapter 24, Title 16, the Students First Act and all professional and ethical procedures.

5.11 Resignation

The DeKalb County Board prohibits any employee, whether on continuing service status or not, from canceling his contract during the school term for which said contract is in effect, or for a period of 30 days prior to the beginning of such school term, unless such cancellation is mutually agreed upon. Any employee shall be permitted to cancel his contract at any other time by giving five days written notice to the Board. Any such employee canceling his contract in any other manner than herein provided shall be deemed guilty of unprofessional conduct. The State Superintendent by authority of Section 16-24-11, Code of Alabama, is authorized to revoke or suspend a teacher's certificate.

5.12 Retirement

All regular (4 hours or more per day) employees must join the Retirement System. Current deduction is 7.5% of gross pay for Tier 1 and 6% for Tier 2. The following is not required but the information is provided for the employee's benefit: For retirement to become official June 1 with payment at the end of the month or July 1, the application must be filed before April 30. A delay to May 30 will mean the employee's retirement would become official on July 1 and their first retirement check would be August 1. The choice of delaying receipt of retirement checks is the option of the employee. The retirement system (RSA) determines the yearly retirement credit for all DeKalb County Board of Education employees. All questions should be directed to Payroll at the Central Office.

5.13 Supplemental Duties

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

5.14 Employee Conflicts of Interest

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

- a. Employees will not engage in outside business activities or render any service for another employer during such time as duties and responsibilities have been assigned by the Board;
- b. Employees will not accept outside employment that would interfere with or impair the ability of the employee to perform duties as a Board employee effectively;
- c. Employees may not accept work that could compromise the employee's independent judgment in the exercise of duties for the Board;
- d. Employees may not use or disclose confidential information acquired through Board employment for their personal gain or for the benefit of a third party.
- e. The DeKalb County Board of Education prohibits any one employee from holding more than one full-time position within in the system.

5.15 Employee Evaluations

5.15.1 Certified Personnel – Certified employees will be evaluated in accordance with an evaluation program approved for use by the state or local board of education. Contract principals will be evaluated in accordance with rules, regulations, and requirements promulgated by the State Department of Education or as may otherwise be permitted by law.

5.15.2 Non- Certified Personnel – Non-certified personnel will be evaluated in accordance with criteria and procedures to be developed by the Superintendent and approved by the Board. When recommending support personnel for continued employment, the Principal shall evaluate employees once each year and no later than March 31, using the approved instrument.

- 5.15.3 Use of Evaluations in Connection With Employment Decisions – Employment evaluations may be considered in making employment decisions, together with such other information and considerations as may reasonably bear upon the wisdom, necessity, or advisability of the employment decision. However, employment evaluations are intended to enhance the overall quality of the school system’s instructional program and are not intended to confer, constitute, or give rise to any individual right, entitlement, or enforceable expectation of continued employment or advancement. Accordingly, except as may be specifically provided otherwise in state law applicable to “contract principals,” employees do not acquire any employment right or right of legal action based on any actual or alleged failure on the part of the Board or the evaluator to follow specific evaluation policies, regulations, or procedures.
- 5.15.4 Special Evaluation Situations – The Superintendent, the Chief School Financial Officer, and other employees who serve in positions of special trust or sensitivity may be evaluated by such means as the Board deems appropriate and as may be permitted by law or applicable regulation.
- 5.15.5 Exempt Personnel – Except when required by law or contract, temporary, substitute, and occasional employees, or employees appointed to supplemental positions (e.g., coaches, extracurricular activity sponsors) will not be formally evaluated in those roles.

5.16 *Personnel Records*

- 5.16.1 Content of Personnel Files – The DeKalb County Board of Education shall maintain a uniform system of personnel records for all employees. It shall be the responsibility of the Superintendent and/or his designees to supervise and to keep the records updated and complete. It shall be the duty of employees to furnish the personnel office with teaching certificates, health examination reports, transcripts, official statements of degrees and similar data.
- 5.16.2 Confidentiality – All information contained in an employee's records shall be considered confidential and shall not be transmitted to outside agencies or persons without written approval by said employee, or as subpoenaed by legal authority.
- 5.16.3 Access to Personnel Files – Board members, the Superintendent, Board administrators (including principals), employees of the Human Resources Department, and other persons whose duties reasonably require access to personnel files are authorized to view, copy, and use the contents of personnel files for purposes that are required by or in keeping with their official duties on behalf of the Board. Each employee shall have the right to examine his personnel records upon request and contest any material that may be included. The employee will be made aware of any derogatory comments that are placed in his/her personnel file.

5.17 *Substitute – Teachers*

- 5.17.1 General – The DeKalb County Board of Education shall approve a list of qualified individuals to serve as substitute teachers within the school district. The Superintendent or his designee shall prepare the list, assuring that all those listed are properly certified. Principals or their designated representatives shall secure the best qualified person, with regard to education and experience, from the approved list in case of absence of a regular teacher. All new substitute teachers must have an application on file, be fingerprinted, hold a valid teacher or substitute certificate, and complete all necessary paperwork, including an I-9 form, to be filed in the

Superintendent's Office prior to payment. It shall be the responsibility of the Principal and the regular teacher to ensure that the substitute teacher has the necessary instructions and materials to teach effectively, including textbooks, lesson plans, class rolls, schedules and an outline of local school procedures. The substitute teacher, a temporary employee, shall provide the regular teacher with a brief report on the day's activities. A substitute employed for a teacher for more than two weeks shall be approved by the Superintendent. A certified teacher shall be obtained when the regular teacher is to be out for more than two consecutive weeks. A substitute may be employed for one half-day or more. All teacher absences must be reported regardless of whether or not a substitute was employed.

5.17.2 Compensation – Substitute teachers shall be paid according to the most recently Board approved salary schedule for substitute teachers. Emergency contract teachers employed when a teacher is on leave without pay will be paid according to certificate and experience, if certified for the position, when there is an agreement prior to employment and such has Board approval. **No employee is permitted to subcontract with a substitute.**

5.18 *Substitute – Support Personnel*

Support substitutes are contacted through AESOP or school Representative when necessary. All substitutes must apply at the Central Office. Applicants must be fingerprinted, have an application, certificate, I-9 and other necessary paperwork on file in the Superintendent's Office prior to payment. Support applications that contain medical sections must be completed by a physician, to be considered complete. Incomplete applications will not be accepted. Support substitutes shall be paid according to the most recently Board approved salary schedule for support substitutes.

5.19 *Employee Leave*

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

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

- Sick leave
- On-The-Job injury leave Personal leave
- Vacation leave
- Professional leave
- Military leave
- Court leave
- Catastrophic leave
- Bereavement leave
- Unavoidable leave
- Maternity leave
- Family Medical leave
- Leave of Absence
- Election leave
- and any other method approved in policy and by the Board.

5.19.3 Absences Require Notice – Employees who know in advance that they will be absent from work must notify the Board of the expected absence in accordance with procedures specified by the Superintendent or the Board. In the event of an emergency or incapacity that makes

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

5.19.4 Sick Leave

- a. *Persons Eligible for Paid Sick Leave* – All regular full time employees are eligible to accrue (earn, accumulate) paid sick leave.
- b. *Earning and Accumulation of Paid Sick Leave* – All eligible employees earn sick leave days at the rate provided for in state law. Eligible employees may accumulate sick leave as provided by state law.
- c. *Use of Sick Leave* – Eligible employees may only use paid sick leave for absences caused by the following:
 - Personal illness;
 - Bodily injury which incapacitates the employee;
 - Death in the immediate family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, uncle and aunt). Where unusually strong personal ties exist because of an employee's 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 teacher concerned shall file with the Board of Education a written statement of the circumstances which justify an exception to the general rule;
 - Attendance to an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister, (or others with close ties) of the employee or a person standing in loco parentis.

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

Employees of the school district shall be eligible to earn sick leave at the rate of one day for each month of service. Employees may accumulate any unused sick leave. In no case shall sick leave be used until it has been earned. Upon proper verification of the previous employer, personnel employed by the Board of Education may transfer all accumulated sick leave from another school district or approved state agency in Alabama. The intent of the following statement is to impress upon employees the seriousness of incorrect claims for sick leave. Sick leave is not to be abused by employees. While personal leave may be used for sick leave, sick leave cannot be used for personal leave. To do so is to obtain salary under false pretenses, or fraud, and the employee is subject to immediate dismissal and prosecution. When a regular full-time employee retires, any accumulated sick leave will be added to service time if eligible for retirement.

- d. *Certification* –If the employee's principal or supervisor has probable cause to believe that an employee has abused or misused sick leave, a physician's statement verifying

the existence and nature of the illness or medical condition may be required by the Superintendent or his designee. Abuse of sick leave may subject the employee to disciplinary action.

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

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

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

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

5.19.6 Personal Leave – The State of Alabama grants each employee two (2) days for personal leave. The DeKalb County Board of Education grants each employee three (3) days per year for personal leave. The cost for the three additional personal days shall be the substitute rate for the employees’ position. Employees are responsible for keeping up with number of days taken. When the computer records show an employee has exceeded the allowable personal leave, the payroll clerk will adjust salary accordingly. The remainder of personal leave, not used by the end of the school term, will automatically be converted to sick leave unless the employee sends in a written request for reimbursement of unused days. Reimbursement will be at the substitute rate.

The Board requests that personal leave not be taken during the first two weeks of the school term or during the last two weeks of the school term or prior to a holiday or immediately following a holiday, unless an emergency exists. Although this is not mandated, cooperation of employees will be appreciated.

5.19.7 Vacation or Annual Leave – Twelve-month full-time employees are eligible for paid vacation. Vacation days are accrued at a rate of 1 per month. No more than 15 days may be carried over to the next year after June 30. Vacation days may not be rolled over to any other

type of leave. The standard 12 month contract runs from July 1 to June 30. Employees will not receive pay for accumulated annual leave upon resignation or retirement.

- 5.19.8 Professional Leave – The DeKalb County Board of Education recognizes a distinct need for professional leave for personnel in order to further enrich the school program. The Board of Education may grant professional leave, up to two (2) days during the school year, to an employee wishing to attend any educationally related conference, meeting, or convention, if such attendance is considered to be in the best interest of the school district. Any exceptions must be approved by the Superintendent or his designee. If more than two days are requested, a written request indicating merits of the leave will be required. Approval of such requests will be governed by the financial status of the school system and impact on students. Application for professional leave shall be made in writing, approved by the Principal, and submitted to the Superintendent for approval at least ten days in advance of the intended date of leave, using currently approved forms. Professional leave is not to be used for personal reasons, with the exception of an approved request for the following:

Upon request and approval of the Superintendent, an employee may be granted professional leave on a school day when taking a college competency exam, not to exceed one day per person. The request must set forth the reason and must be signed by the attending professor, employee, and Principal. There shall be no provision for a second test. In addition, if, after taking the above professional leave, the employee has personal leave left at the end of the year, they will not be compensated for said leave.

The DEA and ESPO presidents may be granted two (2) additional days each per year to attend organizational business meetings.

Professional leave is not to be confused with Field Trips or Leave to supervise an athletic event or competition related to the employee's job duties. Separate request forms are provided for these events. All absences must be reported in AESOP.

- 5.19.9 Military Leave – A maximum of twenty-four (24) days of military leave will be granted to employees who are called to active training or combat duty. Such leave shall be without loss of pay. Employees anticipating training duty shall request (well in advance) arrangements that will not conflict with school duties. A copy of this request shall be sent to the Superintendent along with a copy of the company commander's response.
- 5.19.10 Court Leave – Full-time employees are entitled to regular compensation while performing jury duty or when the employee is summoned under subpoena or other legal requirement to testify at trial in a court of law or in an administrative proceedings constituted under the statutory authority of the agency conducting the proceedings. Paid leave is not authorized for employees to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board.
[ALA. CODE §§16-8-25, 12-16-8 (1975)]
- 5.19.11 Catastrophic Leave – Employees, at their discretion, may donate a specific number of sick leave days (up to 30) to a catastrophic sick leave bank designated for a specific employee (forms available on www.dekalbk12.org). Donated leave is not returned to the donor unless not used by the designated employee. An employee must be a member of the SLB at the time catastrophic illness or injury is discovered and has exhausted all leave at their disposal,

including all personal leave and the fifteen (15) days they may borrow from SLB, to be eligible for CSL. Sign up for the SLB is twice a year, the first two weeks of each semester. Members receiving CSL do not have to pay back donated days.

5.19.12 Bereavement Leave – Each employee shall be allowed three (3) paid days per year (total) for bereavement leave, as follows: A death in the immediate family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, grandchildren, grandparents. Where unusually strong personal ties exist because of an employee's 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 shall file with the Board of Education a written statement of the circumstances which justify an exception to the general rule. This leave totals three (3) days per year, not per death in the family. Employees may use sick leave.

5.19.13 Unavoidable or Emergency Leave – A maximum of three (3) days per year, non-cumulative, available with full salary less pay for a substitute - current maximum rate. The substitute is to be paid on the county payroll. The nature of the absence must be documented and attached to the cause of absence/payroll reports. This leave is not to be confused with sick leave, personal leave, or professional leave, and must not be planned by the teacher. This leave cannot be used to offset excessive leave time in other areas. The determination as to “unavoidable” is subject to final approval when reported. Examples of Unavoidable Leave would be: Tornado damage, home fire, etc. necessitating the employee's attention; involuntary court summons; and various other emergencies.

- When an employee receives a summons to go to court for a school-related incident, the Board will pay the teacher's salary and the salary of the substitute.
- If a court summons does not fall under the above reason, but is involuntary, the absence may come under Unavoidable Leave whereby the employee would receive full pay less the pay of the substitute.
- If an employee volunteers to be a witness in a court case, it may be claimed under Personal Leave if available.

5.19.14 Maternity Leave – The DeKalb County Board of Education may grant maternity leave to an employee upon proper notification to the Superintendent in writing, furnishing the estimated date of delivery and the estimated beginning and ending dates of the requested leave. Accumulated leave days may be used when the employee's physical condition warrants it. The employee, the employee's Principal or supervisor, and the Superintendent or his designee shall decide at the appropriate time when the leave may begin. Each case will be decided individually and will be based on such factors as:

- The physical condition of the employee,
- The ability of the employee to perform her regular duties.
- Definite breaks in the school program such as reporting periods, semester, beginning and ending of school year.

Maternity leave may be taken for up to four (4) months with employee using accumulated leave or taking a cut in salary without loss of position. (No extensions in time are to be made without forfeiting same position.) Should the leave exceed four scholastic months, the employee will be returned to system if and when a suitable position becomes available.

5.19.15 Family Medical Leave – Under Public Law 103-3, Sec. 108, enacted in Feb., 1993, pertaining specifically to education agency employees, regular full-time and regular part-time personnel

who have been employed at least twelve (12) months or 1250 hours (the equivalent of one nine (9) months' school term) are entitled to family leave under certain conditions. Each request will be handled individually in compliance with this law. A copy of the law in its entirety is available in Principal's office. Since one of the purposes of this leave is to guarantee that employees will return to the same or an equivalent position upon termination of illness, without creating a hardship on the employer, there are numerous criteria or test situations, including, but not limited to, the following:

- a. The reason for the leave must be mainly due to a catastrophic-type illness or crisis involving a spouse, child, or parent.
- b. Employees may be granted family leave for up to twelve (12) weeks during the year, provided it does not cause certain hardships for the employer, with sufficient documentation provided to show need.
- c. Employees who serve in an instructional capacity may be required to meet certain "Special Rules" pertaining to schools.
- d. The family leave is unpaid. All sick, personal or vacation leave shall have been exhausted.
- e. The employer may require a second opinion as to the necessity of leave.
- f. **HOWEVER**, if the employee does not return to work, the Board may recover the health insurance premium it paid on the employee's behalf during the leave.

5.19.16 Leave of Absence – A leave of absence, without pay, for a period of one year for good and just cause may be granted to a tenured employee of the DeKalb County Board of Education. Application for such leave shall be submitted to the Board for review and approval at least 30 days prior to the effective date of leave (in unusual circumstances, a minimum of five (5) days may be acceptable). A leave granted by the Board shall not be deemed to interrupt the continuing service status of the employee. Leaves will not be granted for the purpose of taking full-time employment. A violation will render leave null and void and affect employee's job status. An official leave of absence may be extended for a period of one year, not to exceed more than two years total, in keeping with the Code. Written notice of date of return to the school district shall be made at the time of request, if during the school term, or not later than May 1st (on penalty of forfeiture of position) if the teacher plans to return the following fall semester. Should said employee decide later not to return, proper procedure with regard to a resignation must be followed, including time limits. The employee on leave shall be returned to former position or one of equal status. See Maternity Leave, if applicable.

5.19.17 Election Leave – In compliance with Alabama Code 17-6-17, a school Board employee shall be granted "election leave" to perform election duties on Election Day. Proper documentation of the appointment as inspector, clerk, or officer (poll watcher not included) and the dates of the required service shall be furnished to the Board by the appointee at least seven days before the expected absence from employment. The substitute for duly appointed election officials shall be paid by the Board of Education. Proper forms must be filed with the Central Office.

5.20 Sick Leave Bank

When desiring to use the sick leave bank, the employee must notify the Payroll Department. The SLB policy of the DeKalb County Board of Education will follow the provisions of Act #84-321 as passed by the 1984 Alabama Legislature and revised October, 1999. The basic provisions as outlined in the

Act/Revision are:

- Participation in the bank is voluntary. The member may withdraw from the SLB by written resignation.
- To be a donor or a beneficiary, the employee must be a member.
- Any employee who earns sick leave is eligible to join the SLB.
- Five days must be contributed to the bank by the employee. The Board cannot give anyone five days to join; however, the Board is permitted to advance the five days needed for SLB membership to new or current employees. This means the employee will not accumulate sick leave days for the five months following their application.
- Enrollment in the SLB must take place during the first two weeks of each semester.
- No employee shall be allowed to borrow or owe more than 15 days unless a majority of the participating members of the bank vote to extend said limit.

- To be eligible for a loan from the SLB, a participating member must have exhausted ALL his or her other available leave. (This includes any/all personal leave either paid or unpaid.)

5.21 *Administrative Leave*

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

5.22 *Counselor Leave*

Swap time (up to 5 days) is available, as necessary, for high school counselors (one per high school) who are requested by the Principal to work on scheduling during the summer months. Time off may be taken during the school year.

5.23 *Pro Credit Program (Flex Days)*

A pre-approved professional development activity will allow a certified employee credit for a designated work day. Designated work days available for "flexing" will be announced on each school year's calendar.

5.24 *Professional Development and In-Service*

The DeKalb County Board of Education requires the development and implementation of a comprehensive program for the continuing education of all employees. Goals/objectives will be set annually with a follow-up evaluation to determine effectiveness.

All certificated employees are required to follow the guidelines set by the Alabama State Department of Education for renewing certifications. Support personnel shall be required to earn a minimum of eight (8) clock hours of staff development credit each year, between July 1 and June 30. The credit must pertain to current position. Individual plans will be completed by all employees in September with a progress report being submitted to the Superintendent no later than May 1 of each year. The Board will provide in-service activities during the year.

The DeKalb County Board of Education requires all certificated employees to attend all in-service programs held during the contract year, including those arranged at the beginning of the year unless leave is submitted in advance and in accordance with policy. Activities such as the Parental Involvement Program which may be scheduled in the evening in lieu of a portion of another in-service day shall require the presence of teachers and staff. Support Personnel under a contract for 187 or more days will work at school unless instructed to attend a particular session.

5.25 *Dropout Prevention/At-Risk*

Dropout prevention is a part of the At-Risk Plan. Efforts will be made to identify potential dropouts and to encourage and help these students stay in school. Tutorial programs will be provided as necessary. School personnel will assist in every way possible to redirect the potential dropout's interest toward the school program and to promote his/her continued attendance. The DeKalb County Board of Education hereby calls to the attention of all school personnel, students and parents that the attendance, absence, and truancy policies shall be fully enforced in an all-out concerted effort to reduce absenteeism

5.26 *Reduction-in-Force*

5.26.1 Certified Personnel – The Board shall implement the following procedures in the event it becomes necessary to reduce the number of board approved employees.

- a. A reduction in force may take place when the Board determines that a need exists as a result of a decrease in student enrollment, shortage of revenues, or State mandate. Such a determination constitutes the necessary cause for dismissal.
- b. In developing recommendations for reduction in force to the Board, the Superintendent of Education will give due consideration to attrition by voluntary resignation, retirement or leaves of absence.
- c. As a prerequisite to all other considerations, the Board shall determine upon the recommendation of the Superintendent the grade level(s), ancillary services and discipline area(s) from which teachers are to be reduced in force at respective times. For the purpose of reduction in force the following terms are defined:
 - i. Grade level: Kindergarten, elementary/middle 1-8, secondary grades 7-12, school administration and supervision, elementary guidance and counseling, secondary guidance and counseling, vocational guidance and counseling, library media, special education, vocational programs, and federal programs.
 - ii. Discipline area: Certificate endorsement area(s) and current major teaching or administration/supervisory assignment(s) within the school system.
- d. The Superintendent's recommendation shall identify the grade level(s), or discipline area(s) to be reduced. the number of staff to be reduced from each area and the particular employees to be dismissed. The Superintendent shall confine recommendations to personnel assigned to the affected programs or employment areas. When a reduction in force is necessary, the first employees to be dismissed or transferred will be nontenured persons within the class or personnel being reduced. Nontenured teachers will be retained when a tenured teacher is terminated only if the tenured teacher is not qualified by certification to assume the responsibilities of the position the nontenured teacher occupies. The Board shall be responsible for notifying employees of positions for which

they qualify to displace another employee.

- e. If more than one legally qualified teacher is being considered for dismissal, the following criteria, in the order stated, will be used to determine which of the teachers will be retained.
 - i. A teacher with standard certification for an open retained position will be given consideration over a teacher with provisional certification.
 - ii. Job performance as defined by a pattern of attendance with the exception of documented cause, illness, or circumstances that result in the employee being unable to fulfill, from time to time, duties due to absence. (A pattern of attendance is to be viewed as a predictable behavior and one that can be detected over a period of time.)
- f. The names of employees reduced in force shall be retained in a school system employment pool for three (3) years. Said personnel shall be given the opportunity in reverse order of their layoff to fill the first employment vacancy for which they are qualified. Said personnel shall accept or reject employment offers under the accepted policies and procedures of the Board. It shall be the responsibility of the employee to maintain on file a current address and telephone number for notification of appropriate vacancies.
- g. A reduction in force constitutes termination of employment and all applicable policies and procedures of the Board shall be followed.
- h. In the notification of termination, the employee shall be informed of all residual benefits, including insurance.

5.26.2 Ancillary and Support Personnel – The Board shall implement the following procedures in the event it becomes necessary to reduce the number of board approved employees.

- a. A reduction in force may take place when the Board determines that a need exists as a result of a decrease in student enrollment, shortage of revenues, or State mandate. Such a determination constitutes the necessary cause for dismissal.
- b. In developing recommendations for reduction in force to the Board, the Superintendent of Education will give due consideration to attrition by voluntary resignation, retirement or leaves of absence.
- c. As a prerequisite to all other considerations, the Board shall determine upon the recommendation of the Superintendent the ancillary service areas from which support personnel are to be reduced in force at respective times. For the purpose of reduction in force the following items are identified:
 - i. Ancillary area; Transportation, maintenance, CNP, custodial, secretarial, aide, or non-certificated employees within the school system.
 - ii. Qualified: Any certificate, license, in-service training, or other forms of documentation required by the State or local Board as a prerequisite for placement or advancement in a position.
- d. The Superintendent's recommendation shall identify the ancillary area to be reduced, the number of staff to be reduced from each area and the particular employees to be dismissed. The Superintendent shall confine recommendations to personnel assigned to the affected programs or employment areas. When a reduction in force is necessary, the

first employees to be dismissed or transferred will be nontenured persons within the class of personnel being reduced. Nontenured employees will be retained when a tenured employee is terminated only if the tenured employee is not currently qualified to assume the responsibilities of the position the nontenured employee occupies. The Board shall be responsible for notifying employees of positions for which they qualify to displace another employee.

- e. If more than one legally qualified employee is being considered for dismissal, the following criteria, in the order stated, will be used to determine which of the employees will be retained:
 - i. Total years of validated experience in DeKalb County (the employee with the least number of years of experience in DeKalb County reduced or transferred first).
 - ii. Record of participation in professional development activities developed or approved by the Board of Education (employee with the least amount of documented participation to be reduced or transferred first).
 - iii. Documentation by the Board of Education of self-initiated industry/skills upgrading, training, progress toward license or certification, renewal of credentials and the general overall development of skills needed to remain technically competent and current in the open retained position (the employee with the best overall demonstrated self-initiated training will be given preference over the employee with less documented self-initiated training.)
 - iv. Job performance as defined by a pattern of attendance with the exception of documented cause, illness, or circumstances that result in the employee being unable to fulfill, from time to time, duties due to absence. (A pattern of attendance is to be viewed as a predictable behavior and one that can be detected over a period of time.)
- f. The names of employees reduced in force shall be retained in a school system employment pool for three (3) years. Said personnel shall be given the opportunity in reverse order of their transfer/layoffs to fill the first employment vacancy for which they are qualified. Said personnel shall accept or reject employment offers under the accepted policies and procedures of the Board. It shall be the responsibility of the employee to maintain on file a current address and telephone number for notification of appropriate vacancies.
- g. A reduction in force constitutes termination of employment and all applicable policies and procedures of the Board shall be followed.
- h. In the notification of termination, the employee shall be informed of all residual benefits, including insurance.

5.27 Drug and Alcohol Testing

5.27.1 Employee Drug Testing – The DeKalb County Board of Education in an effort to maintain a safe working environment for employees free from the harmful effects of drugs and alcohol use/abuse, approved the following policy concerning drug testing for employees:

- a. General Guidelines – The Board and the contracted drug screening agency shall utilize, when practical, well established screening procedures and methods which may include those set forth by the Federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs, 49 C.F.R.

parts 40.1 through 40.39, the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. parts 382, 291, 392 and 395, the Alabama Code and implementing regulations.

- b. An employee, support worker or certified employee is subject to drug testing whenever the Board or its designee (the Superintendent) has reasonable cause to believe the employee is unfit for duty due to drug or alcohol use. Such testing would be at the Board's expense.
- c. If an employee is selected for testing, the employee must arrive at the testing center within two hours of notification by his/her immediate supervisor or designee. If a substitute is required during the travel time to and from testing, the Board will assume the cost of the substitute and will also pay mileage to the employee at the regular mileage rate set by the Board of Education. After any positive test, any additional testing required by the Board will be at the employee's expense.
- d. Substitutes are not regular employees of the Board but may be required to submit to testing at Board expense. After any positive test, any additional testing for a substitute will be at the substitute's expense. Any substitute refusing to submit to testing will be removed from the system's substitute list for the remainder of the school year. Those substitutes who ask to be reinstated must submit to the testing policy.
- e. An approved company contracted by the Board to perform drug and alcohol tests will perform testing. The Board reserves the right to utilize blood, hair, breath, saliva or urinalysis testing procedures or a combination thereof.
- f. Prohibited substances include, but are not limited to alcohol, amphetamines, anabolic steroids, benzodiazepines, methadone, opiates, phencyclidine, propoxyphene, barbiturates, cocaine, cannabinoids, marijuana, hallucinogenic drugs and all drugs which the narcotic and drug abuse laws of the United States, local municipalities, and/or the State of Alabama classify as illegal or controlled. Prohibited substances also include prescribed medications taken by an employee unless medication has been prescribed for the specific employee and is being taken in the dosages specified by the prescribing physician. Violations of the drug/alcohol laws of Alabama and the United States, and violations of the laws concerning drug/alcohol use while the employee is performing their normal job related duties for the Board will result in disciplinary action by the Board with possible suspension without pay or termination by the Board.
- g. Employees involved in work-related accidents resulting in bodily injury or property damage may be required to submit to drug/alcohol testing. The Board will deny on the job injury status for any employee who is injured on the job and does not immediately report their injury to their immediate supervisor or designee for possible drug testing. After the injury is reported to the school administrator or immediate supervisor, the administrator or supervisor must contact the Superintendent or his designee for permission to test the employee.
- h. Failure to submit to a required drug/alcohol test as stated above is cause for disciplinary action that could result in suspension without pay and/or termination by the Board. Any drug/alcohol rehabilitation program will be at the employee's expense. Employees who return to work after completing a drug or alcohol rehabilitation program are subject to unannounced testing during the first year following their return to work at the employee's expense.
- i. Applicants new to the system or former employees returning to the DeKalb

County School System, support and certified, must pass an initial drug screening to be officially employed by the Board as a regular employee. The applicant will be instructed as to the name and location of the testing agency, and the cost of the drug screening will be at the applicant's expense.

This policy is not intended to remove or replace any existing drug testing policy already in place by the DeKalb County Board of Education. A separate policy exists for those who drive county owned vehicles. However, those who drive county owned vehicles are also subject to the above policy.

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

- a. Pre-employment Testing – Prior to the first time a covered employee performs a safety-sensitive function for the Board, the employee must undergo testing for alcohol and controlled substances.
- b. Post-accident Testing – Each surviving driver of an accident, as defined by the FHWA, will be tested for alcohol and controlled substances. In addition, covered employees who are involved in an accident involving injury to a person, or property damage in excess of five hundred dollars (\$500.00) will be subject to post-accident testing.
- c. Random Testing – The Board will conduct unannounced random alcohol and controlled substance testing of employees who are authorized to drive county owned vehicles or who hold a safety-sensitive position.
- d. Reasonable Suspicion Testing – An employee must submit to alcohol or controlled substance testing whenever there is reasonable suspicion of alcohol misuse or the use of controlled substances based on specific, contemporaneous, and articulable observations concerning the appearance, behavior, speech, or bodily odors of the employee.
- e. Return-to-Duty Testing – A covered employee must submit to return-to-work alcohol and/or controlled substance test before being permitted to return to work following a positive alcohol or controlled substance test or other violation of this policy or federal regulations.
- f. Follow-up Testing – Any employee who continues performing safety-sensitive functions for the Board, following a determination that the employee requires assistance in resolving problems associated with alcohol misuse or the use of controlled substances, shall be subject to unannounced follow-up alcohol or controlled substance testing as directed by the Board's substance abuse professional (SAP).

5.28 *Searches (Personnel)*

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

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

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

5.29 *Solicitations*

The DeKalb County Board of Education shall prohibit personnel of the school district from advertising or selling any product (except those used for specific class or school purposes) to parents or students during school hours. The Principal shall have given prior approval to any school or class-sponsored activity which involves the advertisement or sale of any products. Soliciting of school personnel shall not be allowed during school hours, except where such involves products or services that require student participation or contact with cafeteria manager or school purchasing agent. Such products or services shall be for student benefit only and shall require prior approval of the Principal. Employees of the DeKalb County Board of Education are prohibited from selling items during school hours for financial gain for the employee, family, or friends. All sales of any type on campus must receive prior approval from the Principal.

5.30 *Additional Allowances*

5.30.1 Gifts to Personnel – Gifts received from vendors or agents of vendors by school personnel or Board members should be limited to meals and beverages only. The value of any gift to an employee or Board member shall not exceed \$25 in value per vendor per year. It is recommended that vendors benefit the school district through reduced prices rather than providing individual employees with gifts. Employees who violate this policy will be subject to immediate dismissal.

5.30.2 Free Admission to Athletic Contests – The DeKalb County Board of Education shall grant current and retired employees of the DeKalb County Board of Education, upon presentation of proper identification, free admission to regular season athletic contests hosted by DeKalb County schools. This policy applies to teachers, support personnel and retired employees.

- Free admission shall be for the employee only. It does not include the employee's spouse, children or guests.
- Free admission shall be recognized at regular season games hosted by county schools.
- Free admission shall exclude tournaments and play-off games.

5.31 *Planning Periods*

Planning periods are for the purpose of providing teachers with time to make lesson plans, grade papers, make out tests and take care of other school related duties and to insure that teachers have a minimum of thirty (30) minutes duty free during the day. Employees should not leave campus during the school day without permission of the Principal. There may be rare exceptions when a Principal gives permission for teacher to leave to pick up items for class or to make other contacts that cannot be made outside class hours. Documentation should be made in the Principal's office. Such absences shall be the exception rather than the rule. No employee is to have more than one planning period. Planning periods are not required for aides.

5.32 *Leaving Classes*

No teacher is to leave a class unsupervised except in a severe emergency. It is understood that the teacher may suddenly become ill and have to leave the class. The Principal or office staff should be contacted and someone sent to the room to stay with the class if the teacher is to be away more than a minute or two.

5.33 *Cell Phone – Personnel*

Teachers shall not use personal cell phones for personal use during class. Bus Drivers shall not use personal cell phones while driving a bus. Driver must pull over to side of road to use bus phone when absolutely necessary. County-owned cell phones on buses are to be used for emergencies only.

5.34 *Staff Meetings*

An administrator and or supervisor may call staff meetings (should not interfere with instructional day for students) when they feel such meetings are warranted. Attendance by all employees so notified is required. Support personnel shall be included in at least two (2) meetings per year. Staff meetings may be for business purposes and/or professional development. Meetings requiring employee attendance must be planned and announced as far in advance as possible in order to allow employees to appropriately plan their individual schedules. The Board understands that emergencies do arise from time to time. However, when possible, an agenda shall be made available to faculty members. Meetings shall be confined to one hour or less when possible. Total meetings per month shall be limited to a maximum of three unless otherwise directed by the Superintendent, for emergencies.

5.35 *Extra Duty*

Certified Employees may be assigned extra duties and responsibilities by their supervisor, the Superintendent, or his designee. The Board requires that all duties assigned be reasonable and in support of accomplishing the overall educational objectives of the Board. All employees shall be expected to participate in extra-curricular school activities. Assignments should be made on an equitable basis. Rejection of assignment must be justified to the Principal's satisfaction. Itinerant Certified Employees may be assigned extra duties and responsibilities by their "home school" Supervisor, the Superintendent or his designee. All duties should only take place at the employee's "home school", not each school they work. When being assigned duties, the employee should not have to leave one school to go do extra duty at another school. The board requires that all duties assigned be reasonable and in support of accomplishing the overall educational objectives of the Board. All certified employees shall be expected to participate in extra-curricular school activities. Assignments should be made on an equitable basis. Rejection of an assignment must be justified by the "home school" Principal's satisfaction. "Home school" is defined by payroll.

5.36 *Guidance Program*

The DeKalb County Board of Education has an approved Plan for Guidance and Counseling Services. Guidance and counseling has been identified as an essential service necessary to assist students not only with a smooth transition from grade to grade, but socially, intellectually and emotionally as they prepare for the adult world.

Some objectives of the counseling program include:

1. To assist students in developing self-understanding and to help them accomplish a smooth transition socially, intellectually and emotionally into the adult world.
2. To help students make short and long-term decisions regarding educational and career tech opportunities.
3. To work directly with parents and the community in helping them understand students' abilities, behaviors and problems.

4. To prepare a program for assessing attitude and behavior changes in students as they proceed through the educational program.

The Board of Education's SDE Guidance and Counseling Plan is to be fully implemented by all schools when the pupil-counselor ratio is in line with state guidelines.

VI. Students

6.1 Admissions and Attendance

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

Kindergarten children must be at least five (5) years of age on or before September 2, while first grade children must be at least six (6) years of age on or before **December 31**. All immunization, health records, and social security number must be furnished along with proof of age in the form of a birth certificate only. Other records such as hospital, etc., will be taken on a temporary basis, not to exceed two weeks, in order to allow time for birth certificate to be obtained.

A child cannot be officially enrolled/eligible for grade record, etc., until birth certificate and immunization papers are furnished. Students from foreign countries must provide guardianship papers. (When circumstances dictate, the parent/guardian must also provide proof of custody in the form of court documents. In addition, the parent/guardian will sign a statement verifying legal custody and proof of residence.

The custodial parent must reside in DeKalb County or on an approved DeKalb County school bus route. School age children of DeKalb County Board of Education employees are exempt from the residency requirements. The DeKalb County Board of Education requires a residency affidavit.

[Reference: ALA. CODE §16-28-3.1 (1975)]

6.1.2 Admission to Schools of Homeless, Migratory, Immigrant and LEP Students

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the 2001 No Child Left Behind Act and the McKinney-Vento Homeless Education Act of 2001, all homeless, migrant, immigrant, and English language learners must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the DeKalb County School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, immigrant, and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements
- Lack of social security card

Students enrolling without a SSN will be assigned a temporary number by the Attendance supervisor. Students not having proper immunization records will be required to obtain proper records within thirty (30) days of enrollment. School staff will assist families in obtaining

necessary immunization records.

- 6.1.3 Foreign Exchange Program – The Superintendent is authorized to develop guidelines and procedures, to be approved by the Board, under which foreign exchange students may attend DeKalb County Schools and DeKalb County students may participate in foreign exchange programs.
- 6.1.4 Truancy – Parents or guardians are required to ensure that students under their care, custody or control attend school regularly. Habitual or excessive absence from school may require Board officials to refer the matter to juvenile authorities or to initiate truancy proceedings.
[Reference: ALA. CODE §16-28-1, *et seq.* (1975); Ala. Admin. Code 290-3-1-.02]
- 6.1.5 Out of District Students – Shared agreement between DeKalb County Board of Education and Cherokee County Board of Education.

Pupils who reside in DeKalb County and are living within a five mile radius of Sandrock High School may apply for enrollment in Sandrock. Students may submit an application only between May 1 and June 15. Applications must be submitted at the DeKalb County Board of Education. Once approved by DeKalb County the application will be sent to Cherokee County Board of Education for final approval and acceptance into their system. All applicants will be notified of their status no later than five days before the start of school. The receiving school will be responsible for notification of acceptance or denial of application.

A map of existing bus routes is on file in the DeKalb county and Cherokee County transportation departments. Routes will remain fixed as they stand at the beginning of the 2016-2017 school year and only changed by the consent of the Attendance supervisor, and Transportation Supervisor from both County Systems. If a student is accepted and they do not live on an established bus route parents/guardians will be responsible for transportation of student to and from school.

Once a student is admitted to Cherokee County Schools, application must be made to transfer back into DeKalb County. Applications must be approved by both systems. Residency will not be a guarantee of acceptance in either case. The Exception will be a bona fide move outside of the five mile radius.

Once accepted into the Cherokee County School system students will be subject to the Attendance and Discipline policies of the Cherokee County Board of Education. Special consideration will be given to families who currently have or have had students enrolled in Sandrock High School. Exceptions can be made on a case by case basis. Students enrolled in Sandrock before May 1, 2016 will be considered Cherokee County Students and must make application to return to DeKalb County. All students accepted into Cherokee County Schools will become the responsibility of Cherokee County Schools in all Attendance and discipline issues.

6.2 *Transfers and Withdrawals*

- 6.2.1 Transfers – The Board may permit transfers between schools within the school system for good cause. Transfer requests must be submitted in writing and must include detailed reasons for the request. The Superintendent may approve or deny a transfer request in light of the stated reasons for the request, the capacity and resources of the schools, the student’s record (including behavior, grades, attendance, and other factors), and the best interests of the student and of the school system. The existence or availability of a transfer process does not create or give rise to any right to attend a particular school, and school assignment remains wholly with

the discretion of the Board.

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

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

- 6.2.3 Transfers from Unaccredited Schools – Students transferring in from an unaccredited school must be tested or complete a two-year program before becoming eligible to receive a high school diploma.

6.3 *Student Fees, Fines, and Charges*

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

- 6.3.1 Fees for Required Courses – No fees may be charged for required elementary courses or for courses required for graduation. In courses not required for graduation, local school Boards may set reasonable fees for courses requiring laboratory and shop materials and equipment, provided, however, that such fees shall be waived for students who cannot afford to pay the fee. Any funds collected as a fee shall be spent on the course for which the fee was levied.

6.4 *Extracurricular Activities*

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

- a. The organization or activity must be approved by the school principal and must have an assigned faculty supervisor or sponsor;
- b. The organization or activity must promote or serve the intellectual, cultural, personal, or physical development of the student in a manner that is consistent with the purposes of public education, the Board’s legal mandate, mission statement, policies, and regulations, and with applicable requirements of state and federal law;
- c. The organization or activity must operate under and subject to general supervision of school officials; and
- d. The nature of the organization and its activities are not inconsistent with and do not interfere with instructional activities of requirements.

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

- 6.4.2 Initiations/Ceremonies– The DeKalb County Board of Education shall permit induction ceremonies for scholastic achievement clubs as long as such activities are coordinated by the faculty sponsors, remain in good taste and do not interfere with classes. No activities shall be permitted that encourage the wearing of costume or dress that detracts from the studies of those participating or of other students. Initiations, in general, athletic or other, will not be permitted when they interfere with the instructional program, or when likely to disfigure the appearance of the student being initiated. No initiations shall be permitted that could be harmful to the health and physical wellbeing of the student. Any plans for initiations shall be subject to approval of the Principal.

6.4.3 Interscholastic Athletics – The DeKalb County Board of Education is committed to the belief that for the learning process for students to be complete, additional student activities, such as athletics, must be an integral part of the program. Interscholastic athletics shall be made available for students in the schools of the school district. The Superintendent or his designee shall develop and maintain an athletic program in the district that emphasizes participation of students and conforms to the guidelines of the Alabama High School Athletic Association, State Department of Education and local policies.

- The local school Principal shall, in cooperation with the Superintendent, coordinate and control all aspects of the athletic programs at the school.
- The local school Principal shall be responsible for operating a financially sound athletic program.
- Only regularly employed school personnel shall be eligible for athletic pay from education funds.
- The Superintendent and the Board will not be responsible for community volunteers.
- Athletic Eligibility - The required number of units the student passed during the last two semesters in attendance (may include a maximum of two units earned during summer school). Students entering the 10th, 11th, and 12th grades must have passed six units (including four core courses) during the last two semesters in attendance. Students entering the 8th and 9th grades must have passed five subjects during the last two semesters in attendance. Students entering the 7th grade for the first time are eligible. The composite numerical average of the required units passed and averaged (minimum of 70 is required). Note: A new unit is one that has not been previously passed.
- Whenever a student engages in an interschool athletic program, he shall have written parental consent and have successfully passed a physical examination prior to any type of activity. The parent shall also sign a release form which shall release the Board from any liability in the event of an accident or injury to the student as a result of any athletic participation and signify that they have personal insurance that covers the student in case of accident. A waiver shall be signed by the parent/guardian relieving the school or system of liability for any excess costs of injury or hospitalization above that paid by personal or school insurance. A copy of the release form and the physician's medical report granting participation shall be on file with the Principal of the school. Reports are to be submitted to Board by season and sport.
- Schools will follow AHSAA and Plan of Excellence regarding eligibility, insurance, physicals, number of games, when played, and practice time unless these rules and regulations are superseded by the State Department.
- Only regularly employed school personnel shall have direct supervision of students engaged in practicing or participating in the athletic program.
- An athlete does not have to be enrolled in athletic PE course before he/she can participate on a team.
- AHSAA regulations must be followed regarding an athlete who changes residence or school.

6.4.4 Varsity Basketball Games – Varsity basketball games are limited to two (2) per week, per team, Monday through Friday, including only one school night. Basketball games cannot be played on the night(s) preceding a mid-term or end-of-term test. Junior basketball teams cannot play the night(s) before a test. Wednesday night games shall be avoided. Exceptions may be made for approved tournaments.

6.4.5 Band – In addition to football games, Christmas parades, county, district, and state contests, the Principal may authorize travel to not more than three marching contests.

6.5 Youth Sports Activities

Youth sports activities are sponsored by individual communities and groups, and are not a function of the DeKalb County Board of Education. The Board accepts no responsibility for any youth sports activities in any manner whatsoever. Participation in Little League, Pee-Wee Football or other youth sports activities, is not regulated, controlled, supervised or in any way sponsored by the Board. No Board employee may undertake any contractual obligation for payment of any sum of money relating to youth sports activities, and the Board of Education and its employees may not be involved in the purchase, lease, sale or solicitation for equipment or facilities. Any employee of the Board, who participates with youth sports activities, does so on his or her own time, and such activities are in no way connected with the Board of Education.

Playing fields may be made available for youth sports activities under the following conditions:

- a. School activities shall, at all times, receive a priority.
- b. The use of school playing fields shall be under the same terms and conditions as any other use by any other non-school organization.
- c. All playing fields that are made available for youth sports activities are made available "as is," and the Principal shall satisfy himself/herself that the sponsors of the youth sports activities are aware of this policy, and that no liability is assumed by the Board of Education or its employees.
- d. A 'Hold Harmless' agreement must be in writing and signed by sponsoring organization releasing the Board of Education on any liability, and if directed by an employee, the employee must also sign a statement of no connection with the Board in this activity.

6.6 Off-Campus Events

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

- a. The destination is an activity, event, or function that services a *bona fide* educational or related extracurricular purpose, or is an athletic event or function sponsored or sanctioned by the school or the school system and the state athletic association;
- b. Adequate information regarding the trip (e.g., destination, duration, purpose, educational purpose, mode of transportation, nature and extent of student participation) has been provided to the principal, program director, and Superintendent.
- c. Adequate arrangements are made for supervision and other risk management considerations (e.g., parental permission, medical treatment authorization, special insurance requirements);
- d. Properly licensed and qualified drivers have been selected and arrangements for the costs of the trip (e.g., salary, fuels, maintenance, lodging) have been made; and
- e. Prior Administrative approval of the trip is obtained.
- f. All out-of-state filed trips must be approved by the Board.

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

6.7 *Student Employment (Work Release)*

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

- a. The employment does not violate state or federal law;
- b. The employment does not conflict with the student's academic coursework;
- c. The employment is necessary for the student to continue in school;
- d. Written approval is obtained from the student's parent or legal guardian and the Superintendent or his designee;
- e. Other rules, regulations, and requirements, including those pertaining to early dismissal or checkout, set by the State Department of Education are observed; and
- f. Other rules and regulations that may be developed by the Superintendent and approved by the Board.

6.8 *Equal Educational Opportunities*

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

6.9 *Discipline of Students with Disabilities (IDEA and Section 504)*

DeKalb County School System must ensure procedural guidelines are followed involving actions or anticipated actions regarding a change of placement due to disciplinary infractions involving drugs, weapons, or behavior that has substantially injured or endangered the safety of the student who is covered by IDEA or Section 504 or the safety of other students, staff and/or faculty. The student's IEP or 504 plan must be followed. For further information regarding discipline of students with disabilities contact your local school administrator or DeKalb County School System's Special Education/Section 504 Compliance Coordinator at (256) 638-4131, or by mail DeKalb County Schools Annex, P.O. Box 488, Rainsville, Alabama 35986.

6.10 *Title IX*

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

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

6.11 *Student Sexual Harassment*

Sexual harassment in any form that is directed toward students is prohibited. Persons who violate the

policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) as dictated by the nature and severity of the violation and other relevant considerations. If appropriate, the circumstances constituting the violation may be reported to law enforcement agencies or child welfare agencies for further investigation and action.

6.12 *Transfer of Rights for Students with Disabilities*

Beginning at least one year before the student reaches the legal age of majority under state law, his/her IEP must include a statement that the student has been informed of his/ her rights that will transfer to the student on reaching the age of majority. In Alabama, educational rights automatically transfer from parent to student at the age of 19. The transfer of rights section of the IEP must be signed by the student at least one year prior to the student's 19th birthday. Once the student turns 19, the public agency must recognize that the educational rights have transferred from parent to student; however, the public agency must continue to provide notice to the parents any time notice is required.

6.13 *Service Animals*

6.13.1 Purpose - The purpose of this policy is to establish procedures for the use of service animals in the DeKalb County School System, including school buildings, vehicles, and other property.

6.13.2 General Statement of Policy - DeKalb County Schools will comply with all state and federal laws, regulations, and rules regarding the use of service animals by disabled staff or students under appropriate circumstances.

6.13.3 Definition of Service Animal - This policy applies to any dog that is 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. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, assisting individuals who are blind or have low vision with navigation and other tasks alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effect of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for this purpose of this definition.

- Service animals do not include wild animals (including nonhuman primates born in captivity), reptiles, rabbits, farm animals (including any breed of pig or goat), ferrets, amphibians, and rodents. Animals whose sole function is to provide emotional support, comfort, therapy, companionship or therapeutic benefits or to promote emotional well-being are not service animals.

Additional options, qualifications, modifications, and requirements may be reviewed in the A.D.A. Title II regulations at 28 S 35.136(i).

6.13.4 Procedures/Requirements - Use of service animals by employees or students with a disability is subject to the following procedures and requirements:

- a. Individuals must submit a request in writing that he DeKalb County Schools allow a service animal to accompany him/her to school or work. Such request must identify whether the animal is required because of a disability and what work or task that animal has been trained to perform that is directly related to the individual's disability.
- b. Request for the use of a service animal on DeKalb County School property must, whenever possible, be made no less than three (3) weeks prior to the proposed use of the service animal. Under no circumstances is a service animal to be on DeKalb County Schools property without prior approval by the Superintendent or his/her designee.
- c. As a part of DeKalb County Schools' consideration of a request to allow an individual with a disability to bring a service animal, DeKalb County Schools will require certain documentation to be provided by the staff person or student making the request to bring the service animal, including, at a minimum:
 - Current certification or proper and up-to-date vaccinations and good health verified by a veterinarian;
 - Adequate documentation to support that the requesting individual has a disability; and
 - Documentation adequate liability insurance to cover any damage done by the service animal while on school property.
- d. The DeKalb County Schools' determination with respect to a request to allow a student with a disability to bring a service animal to school will be made by the student's IEP or 504 Team. In such cases, the Team will conduct a case specific inquiry as to whether the service animal meets the definition of "service animal" and whether the service animal performs a task that is directly related to the student's disability. In addition, the Team will determine whether the presence of the service animal will pose a direct threat to the health or safety of others that cannot be reasonably mitigated and whether its presence will result in a fundamental alteration of the school's program or activity. Also relevant to the Team's decision will be whether the service animal is under the handler's control and is housebroken.
- e. If it is determined that the student will not be allowed to bring the animal to school because, for example, it does not meet the definition of "service animal" or its presence will pose a direct threat to the health and safety of others that cannot be reasonably mitigated, but the parent/guardian of the student argues that the student needs the service animal in order to receive a free appropriate public education (FAPE), the IEP/504 Team will determine whether the animal's presence is necessary for the student to receive FAPE or to equally access the educational environment.
- f. The use of a service animal on DeKalb County Schools' property may be subject to a plan which introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with service animal, and other activities or conditions deemed necessary by DeKalb County Schools. The approval of the use of a service animal on DeKalb County Schools property is subject to periodic review, revision or revocation by the DeKalb County Schools administration.
- g. Service animals must wear proper identification and always be on a leash or other form of restraint mechanism. It is the responsibility of the employee or student (parent) who uses a service animal pursuant to this Policy to be the certified handler, providing proper handling of

the service animal. In the case that the certified holder will not be with the service animal at school, identified staff must be trained to give commands to the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee or parent of the student who uses the service animal.

- h. Service animals are not allowed in school district transportation vehicles.
- i. DeKalb County Schools retains discretion to exclude or remove a service animal from its property if:
 - The animal is out of control and/or the animal’s handler does not effectively control the animal’s behavior
 - The animal is not housebroken or the animal’s presence or behavior fundamentally interferes in the functions of DeKalb County Schools
 - The animal poses a direct threat to the health or safety of other that cannot be eliminated by reasonable modifications
- j. The employee or student/parent is liable for any damage to DeKalb County School personal property and any injuries to individuals caused by their service animal. The employee or student/parent who uses a service animal on school property will hold DeKalb County Schools harmless and indemnify the System from any such damages. Further the employee, student/parent will be required to submit a certificate of liability insurance covering the service animal and identifying DeKalb County Schools as an additional insured. The amount of required insurance coverage shall be determined by DeKalb County Schools.

6.14 *Student Code of Conduct*

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

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

6.15 *Searches (Students)*

- 6.15.1 *Board Property* – All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.
- 6.15.2 *Personal Property* – Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and any electronic devices may be searched by authorized school officials, including school principals or their designees, when reasonable

suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community.

6.15.3 *Personal Searches* – Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community. Student searches must be conducted by a school administrator in the presence of another certified school employee and may include a private pat down of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent. Personal searches will be conducted with due regard for the age and gender of the student. Searches that require physical contact between the school official and the student, removal of clothing, or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the same gender as the student and in a way that preserves the dignity of the student to the extent practicable under the circumstances. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.

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

6.16 *Student Suspension (including Students with Disabilities)*

In order to maintain order, minimize the risk of potential personal injury, property damage or disruption, or to permit an orderly investigation and evaluation of a suspected violation of school or school system rules, standards, or policies, principals may temporarily suspend a student pending a conference with the parent or guardian of the student and a final disciplinary decision. Suspension may also be imposed as a disciplinary measure as provided in the Code of Conduct. Suspension of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act (“IDEA”) and its implementing regulations.

6.17 *Student Expulsion (including Students with Disabilities)*

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

6.18 *Drivers’ License*

6.18.1 *Drivers’ License* – Unless exempted from the requirement by Board policy, a person under the age of 19 years may not under state law obtain a driver’s license or a learner’s permit

without being enrolled in school or meeting alternative criteria established by law. Additionally, a driver's license may be suspended or revoked if a student withdraws or fails to attend school. Students may be exempted or excused from otherwise applicable statutory requirements if their withdrawal or nonattendance is caused by circumstances beyond the control of the student. Circumstances beyond the control of the student may be found with respect to:

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

Students who are denied a driver's license by virtue of their nonenrollment may appeal a decision affecting the student's eligibility for a driver's license to the Superintendent. The appeal should be in writing and filed with the school principal within 15 days of the decision from which the appeal is taken, and should set forth the reasons on which the appeal is based. An appeal should be promptly forwarded to the Superintendent for review and final decision.

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

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

6.19 *In-School Suspension*

The In-School Suspension program is designed to provide a structured disciplinary atmosphere in which students who are in violation of Board policy and/or school rules and regulations may be isolated or removed from their regular classroom activities. In-School Suspension includes the Alternative Program, available for students in grades 5-12, depending upon the seriousness of the offense and before and after-school suspension. Emergency arrangements may be made for an ISS program to be held during the school day, but the program must comply with Board policies. All rules and regulations for the Alternative School will apply to an ISS class. The ISS class must be supervised by a certified teacher and guidance services provided when necessary. Parents shall be notified by the Principal when their child is sent to ISS. Students placed in ISS will be given all appropriate schoolwork assignments and will be expected to complete such assignments.

Students referred to an ISS class must be approved by the Principal. Records must be kept of infractions, type and length of punishment, etc in INow. An entire class should never be sent to an ISS class. Most minor problems should be taken care of with classroom management. Under no circumstances shall students guilty of misconduct be placed outside a classroom or in the hall with no adult teacher supervision.

6.20 *Alternative School*

The DeKalb County Board of Education has partnered with the DeKalb County Juvenile Probation Office to provide an alternative school setting for discipline Infractions. For additional information contact the DeKalb County Juvenile Probation Office

6.21 *Distribution of Literature*

The DeKalb County Board of Education recognizes the right of students to distribute religious literature on public school property, subject to reasonable time, place and manner restrictions imposed by the school. Such restrictions should be reasonable and must apply evenly to all non-school student distributed literature.

6.22 *Seclusion and Restraint – All Students*

6.22.1 Policy and Purpose

- a. DeKalb County Schools System acknowledges that maintaining a school environment conducive to learning requires that the environment be orderly and safe. Accordingly, the system recognizes that physical restraint of a student may sometimes be necessary in order to protect the student or other individuals.
- b. The purpose of this policy is to provide for the appropriate use of physical restraint only when needed to protect a student and/or member of the school community from imminent, serious physical harm, to prevent or minimize any harm to a student as a result of the use of physical restraint, and to prohibit other inappropriate forms of restraint.
- c. It is the intent of this policy to emphasize and encourage the use of techniques for the prevention and de-escalation of inappropriate behavior, in order to reduce the risk of injury to students and program staff, as well as facilitate the care, safety, and welfare of students.

6.22.2 Definitions

- a. **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.
- b. **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.
- c. **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 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.
- d. **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 themselves 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.

- e. **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 deemed to be seclusion when:
- The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled. 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.
 - The student is reasonably monitored by an attending adult who is in reasonably physical proximity of the student and has sight of the student while in time-out.
 - The time-out space is free of objects that unreasonably expose the student or others to harm.

6.22.3 Prohibitions

- a. The use of the physical restraint is prohibited in the 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 reasonably implemented and less intensive behavioral interventions, such as verbal directives and other de-escalation techniques. Physical restraint as a form of discipline or punishment is prohibited.
- b. All physical restraint must be immediately terminated when the student is deemed to no longer be an immediate danger to them self 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 in such a manner as to restrict the flow of air into the student's lungs is prohibited in the school system and its educational programs.
- c. The use of chemical restraint is prohibited in the school system and its educational programs.
- d. The use of mechanical restraint is prohibited in the school system and its educational programs. The use of seclusion is prohibited in the school system and its educational programs.

6.22.4 Requirements

- a. Each designated staff person who engages or participates in any incident of any permitted or prohibited restraint or seclusion of a student has a duty to promptly report the incident to the local school Principal.
- b. Each local school's Principal or his/her designee and each educational program that utilize restraint under this policy should provide staff with guidelines and procedural information regarding physical restraint and arrange for the appropriate training of those designated staff members that may be called upon to restrain a student. This training of designated staff members should be provided as a part of a program which 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. Designated staff members will be trained regarding their responsibility to promptly report each incident of physical restraint, whether initiated, continued or discontinued in compliance with this policy or not, and each incident of prohibited chemical and/or mechanical restraint or seclusion. Each local

school's Principal or his/her designee or program coordinator shall be responsible for providing periodic reviews.

- c. Each local school's Principal or his/her designee and each educational program that utilize restraint is expected to maintain written or electronic documentation on training provided at the local school regarding permissible physical restraint as well as prohibited physical, chemical or mechanical restraint or seclusion. The Principal or designee should also maintain the list of participants in each training session. Records of such training will be made available to the Alabama Department of Education or any member of the public upon request.
- d. Each local school's Principal or his/her designee and each educational program that utilize restraint is responsible for generating and maintaining incident and debriefing reports of the use of restraint or seclusion at the local school and for submitting monthly summary reports regarding such incidents to the school system's Board of Education and to the Alabama Department of Education annually. Each local school Principal or his/her designee or program's coordinator is expected to monitor the use of physical restraint on an on-going basis to ensure fidelity of implementation. Follow-up training will be provided following any situation in which policies and procedures are not followed.
- e. Each local school's Principal or his/her designee and each educational program that utilize restraint shall endeavor to provide a debriefing session following each incident of permissible restraint, prohibited restraint and/or seclusion of a student. All school personnel involved in the incident and appropriate administrative staff will be expected to 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.
- f. Each local school's Principal or his/her designee and each educational program that utilize 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.
- g. 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 restrained and/or 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 time of removal.
- h. 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 the student handbook/code of conduct will contain the following statement: As a part of the policies and procedures of the school system, the use of

physical restraint is prohibited in the 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 reasonably implemented and less intensive behavioral interventions such as verbal directives and other de-escalation techniques. Physical restraint is 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 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 which 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), written notice will be provided to the parent or legal guardian.

6.22.5 Clarifications

- a. 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, not specifically addressed under this policy.
- b. 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.
- c. Nothing in this policy shall be construed to prohibit the school system or school personnel from taking reasonable actions to diffuse or break up a student fight or altercation.
- d. 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.
- e. 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.
- f. 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.
- g. 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 of the school system or school personnel from seeking assistance from law enforcement and/or emergency medical personnel.
- h. Violation of this policy by school system personnel may be deemed to be a failure to perform duties in a satisfactory manner and may be deemed to provide grounds for disciplinary action, including dismissal, if appropriate under the circumstances.

6.23 Student Responsible Use Policy for Technology

DeKalb County Board of Education Connecting Champions Learning Initiative Student Responsible Use Policy for Technology

DeKalb County Board of Education is now offering filtered private Wi-Fi on all campuses. DeKalb County Board of Education students may bring personal electronic devices to school for educational purposes (limit two). Learning about and being held accountable for the responsible use of both county-owned technology and personally owned electronic devices is an important part of preparing students to be successful in the future. This policy outlines expectations for students of DeKalb County Board of Education.

DeKalb County Board of Education believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. Our goal at DeKalb County Board of Education is to increase student access to digital tools and facilitate immediate access to technology-based information, much the way that students utilize pen and paper. To this end, DeKalb County has created a filtered, wireless network through which students will be able to connect privately owned (personal) electronic devices. Students using personal electronic devices must follow the policies stated in this document while on school property or while attending any school-sponsored activity.

Important Facts

- DeKalb County Board of Education students may now bring a personally owned electronic device (iPad, smart phone, tablet, etc.) to school where they will be **utilized for educational purposes** in the classroom at the discretion of the teacher or other school personnel.
- Smart phones are allowed as a device for instruction under Teacher direction.
- Students are expected to connect to the filtered CCLI private Wi-Fi.
- The use of technology in school is a revocable privilege and not a right.
- Devices are not allowed in the classroom during State Standardized Testing. Teachers should collect devices upon entry into the testing environment.
- The Teacher in the classroom is the final say on procedures in the classroom. Access is only available, not guaranteed for each classroom situation.
- The Superintendent or Designee is authorized to develop additional or more specific rules, procedures to facilitate implementation of the Acceptable use of Technology policy.

Responsibility for Devices

- The technology devices students bring to school are their responsibility.
- DeKalb County Board of Education is not liable for any device that is stolen or damaged. Ultimately, the responsibility to keep the device secure rests with the individual owner. However, if a device is stolen or damaged, it will be handled as any other personal belonging in Student Code of Conduct.
- Devices will need to be labeled with personal markings to physically identify your child's device from others.

- Personal devices may be subject to investigation in accordance to Board policy.
- Students are to keep their devices secure at all times and not share or loan them to others.
- Students must keep all devices on silent mode.
- Each student is responsible for his/her own device, including set up and maintenance.
- No DeKalb County employee is required to diagnose, repair, or work on a student’s personal device.
- All devices will be charged at home. No charging will be permitted at school.
- No photos, audio recordings, or videos are permitted while on school property (including buses) unless directed by teacher for class.
- Families should clearly label all devices with the students’ names. Families should also set a password or passcode to secure entry into each device. This password/passcode is not to be shared with other students.
- Only use headphones/earphones when directed by school personnel
- Not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy fellow students or others in their community. This unacceptable student behavior, known as cyberbullying, will not be tolerated and will be subject to disciplinary action.
- Store their personal devices in appropriate areas (book bags, lockers, etc.)
- Devices will be limited to two (2) per student.
- Students must immediately comply with all teachers’ requests; close the screen, put away, etc.
- Students should not use devices in classrooms except under teacher direction.
- DeKalb County Schools will provide a list of “approved” devices. Only devices on the “approved” list may be used. Any “un-approved” devices may be confiscated. Request for device approval must come through Technology Manager.
- Protective case is suggested
- Each student will receive their own username and password.
- If students cannot connect to the Network, it is their responsibility to troubleshoot the issue on their devices

Acceptable Use Locations

| Location | Use |
|---|------------------------------|
| Classrooms | As directed by teachers |
| Bathrooms, Locker rooms, Dressing rooms | Not permitted |
| Buses | As directed by bus drivers |
| Hallways, Cafeteria, Break | Allowed |
| Before or After School Clubs | As directed by club sponsors |

DeKalb County Board of Education makes a variety of communication and information technologies available to students through computer/network/internet access. These technologies, when properly used, promote educational excellence in education by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic

consequences, harming students and employees. This *Student Responsible Use Policy* is intended to minimize the likelihood of such harm by educating DeKalb County students and setting standards, which will serve to protect students. The DeKalb County Board of Education staff firmly believes that digital resources, information, and interaction available on the computer/network/internet outweigh any disadvantages. Disciplinary action will be taken if rules and regulations are not followed.

Mandatory Review: To educate students on proper computer/network/Internet use and conduct, students are required to review this policy at the beginning of each school year. All DeKalb County Board of Education students shall be required to acknowledge receipt and understanding of all policies governing use of the system and agree to allow monitoring of their use and to comply with such policies. The parent or legal guardian of a student user is also required to acknowledge receipt and understanding of the DeKalb County Board of Education's *Student Responsible Use Policy for Technology*.

Students and parents/guardian must both sign the Parent/Student Contract in order for a student to bring his/her personal device to school. If parents choose not to allow their student to bring their device, it is the responsibility of the parent to make sure that the student does not bring a device to school.

Acceptable Use Policy: A student who gains access to any inappropriate or harmful material is expected to disconnect from internet and report the incident to a staff member immediately. Any student identified as a security risk or as having violated the *Acceptable Use Policy* or this *Student Responsible Use Policy* may be denied access to the network. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the network. The student will also be subject to further disciplinary action in accordance with the *Student Code of Conduct*.

Subject to Monitoring: All computer/network/internet usage shall **not** be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Students should not use the system to send, receive, or store any information, including email messages, which they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the system will be treated no differently than any other electronic file. DeKalb County Board of Education reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should consider the system the same as a shared or common file system with the expectation that electronic files sent, received or stored anywhere in the system will be available for review by an authorized employee of DeKalb County Board of Education. Personal electronic devices are subject to examination in accordance with disciplinary policies, if there is any reason to believe that rules or policies have been violated.

School Personnel Role: Teachers are facilitators of instruction in their classrooms. Therefore, they will not spend time fixing technical difficulties with students' personal devices. They will educate and provide guidance on how to incorporate the device into a lesson, but they will not provide technical support. This responsibility will reside at home with parents/guardians. Teachers will regularly communicate information regarding educational applications and suggest appropriate tools that can be downloaded to personal devices at home. Parents will need to assist their children with downloads, if they wish to follow teachers' suggestions. No applications should be downloaded at school.

Teachers will present the rules and procedures to the students. Teachers will monitor students to ensure appropriate usage of technology. All activities involving technology will be based upon and support the College and Career Ready Standards. Teachers will teach Digital Citizenship each year.

DeKalb County Board of Education understands that not every student has his/her own electronic device. To ensure equal accessibility to technology resources, local schools will have some available devices that can be used by students in class. Students will also have the opportunity to work collaboratively. All rules, policies and procedures will still apply.

Inappropriate Use: The following policies must be adhered to by students using a personally owned electronic device at school:

- All devices (personal or board owned) are required to be filtered by DeKalb County Board of Education in order to meet CIPA compliance.
- DeKalb County Board of Education assumes no responsibility for personal electronic devices if they are lost, loaned, damaged or stolen. These devices are the sole responsibility of the owner.
- Students are prohibited from trading or selling these devices to other students on Board property, including school buses.

- Administrators and staff members have the right to prohibit use of devices at certain times and/or certain locations.
- Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:
 - threatening, harassing, defamatory or obscene material
 - copyrighted or plagiarized material
 - blog posts, Web posts or discussion forum/replies posted to the Internet which violate federal or state law

Transmitting Confidential Information. Confidential information should never be transmitted, redistributed or forwarded to individuals who are not expressly authorized to receive the information. Revealing personal information about oneself or others is prohibited.

Internet Access Warning: Sites accessible via the computer/ network/internet may contain material that is illegal, defamatory, inaccurate or controversial. The DeKalb County Board of Education network has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students or harmful to minors, as defined by the Federal Children's Internet Protection Act. DeKalb County Board of Education makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Consequences of Agreement Violation: Any violation of this *Student Responsible Use Policy* may result in revocation of the student's access to the computer/network/internet, regardless of the success or failure of the attempt. The Student Code of Conduct will be used for violations of this policy. In addition, appropriate legal action may be taken.

VII. Instructional Program

7.1 Curriculum

The DeKalb County Board of Education has the responsibility to establish and maintain a program of instruction for the elementary and secondary schools of the school district. The Superintendent shall be responsible for coordinating and maintaining the instructional program in accordance with the provisions of the state constitution, state statutes, rules and regulations of the State Board of Education, and policies of the Board. The organization and scheduling of subjects in the curriculum of the school district shall conform to the requirements of the State Department of Education. Students shall be instructed regarding the Constitution of the United States and the State of Alabama as to privileges and duties under said Constitution and for the promotion of good citizenship. Character Education shall be included in the curriculum as required by the State Board of Education. New courses and related basic textbooks shall have the approval of the Board of Education before being included in any school curriculum. Schools are required to maintain standards set by the State Department of Education and the Southern Association of Secondary Schools and Colleges including, but not limited to curriculum, staffing needs, certification, pupil-teacher ratios, supplies, textbooks, libraries, and technology standards. Teachers shall obtain the guidance and approval of the Board, Superintendent, and supervisors when teaching about controversial subjects.

- 7.1.1 Supervision of the Instructional Program – The DeKalb County Board of Education requires full-time supervision of the instructional program including proper evaluation of employees. Students shall be provided with a variety of grouping arrangements and instructional techniques to accommodate learning styles. The Board expects promotion of positive teaching practices and elimination of counterproductive teaching practices, through observations, in-service, and appropriate staff development activities.
- 7.1.2 Curriculum Guides / State Course of Study and Educational Standards – The DeKalb County Board of Education expects each school program, under the direction and leadership of the Principals, to include utilization of every available aid to ensure that students achieve to their fullest potential, both in class and on standardized and classroom tests. The Board, therefore, rightly assumes that personnel are taking advantage of available instructional guides and aids for teachers such as the State Course of Study, textbooks, and online and Internet assistance and in-service, including use of national technology standards for students and teachers.
- a. Kindergarten – A kindergarten program shall be offered to those children who have reached the age of five on or before September 2. The kindergarten program is not compulsory but recommended. If offered, program must meet course requirements and other guidelines for elementary programs.
 - b. Elementary - The elementary program of instruction in grades K-8 shall include equal access to instruction in reading, at appropriate levels, Language

Arts, Mathematics, Science, Social Studies, Health, Physical Education, Art, Music, Computer Education, and exploratory Career Tech experiences in grades 7-8. Other subjects shall be taught as available subject to approval of the Board and/or as required by the State Department of Education. Due to state mandates, all students in K-8 will be required to participate in physical education classes. All students participating in physical education classes will take the physical fitness test as required by the state. Principals are required to see that teachers follow the State Course of Study, curriculum guides and standards, as available or approved.

- c. Secondary – The secondary program, Grades 9-12, shall include the core courses in Mathematics, English, Science, and Social Studies, and, in addition, health, physical education, fine arts, and computer applications for students in grades 10 – 12 at the beginning of the 2013-2014 school year. Courses in Driver Education, Business Education, Career and technical preparation are to be offered as electives. Remedial and enrichment classes are recommended in lieu of study halls. Competencies shall be taught as outlined in the Alabama Course of Study, ISTE standards and other curriculum guides when approved. Required courses shall follow state guidelines for course sequence. Technology standards shall be followed.
 - i. Physical Education - One unit of LIFE Physical Education shall be required. No student shall be permitted to take two periods of P.E. for credit unless it is being taken to make up a failure. Schools shall not be in violation of Title IX regarding coeducational classes and other requirements. All students participating in physical education classes will take the physical fitness test as required by the state. Some PE waivers may be applied in grades 9-12. Check with the Principal or counselor for details.
 - ii. Band/Athletics - Schools shall follow State and Local Board policies regarding competitions and trips that take participants away from the classroom.
 - iii. Computer Literacy/Skills - Schools shall integrate computer technology into the comprehensive curriculum and follow the Technology Course of Study.
 - iv. Health - One-half unit of comprehensive Health Education shall be offered to all students, 10th grade or above. One-half unit of credit shall be awarded for successful completion of the course.
 - v. CPR - Health teachers shall receive instruction in teaching CPR to students in the 10th Grade or above. At least one staff member at each school shall be certified in Cardiopulmonary Resuscitation. All employees are encouraged to take this course.
 1. CPR Training Policy: Mannequins need to be wiped off after every use, every day, and thoroughly cleaned at the end of the week. Training site coordinator may inspect mannequins at any time. Mouth to mouth contact with

mannequin for breathing purposes is permissible using a disposable mouthpiece.

- vi. Driver Training - The DeKalb County Board of Education may provide each high school student an opportunity to take a driver education course; provided, that the student or the student's parents shall have notified school officials of their need for such a course during the preceding semester. Extent of program will depend on funding. A student must be 15 years of age to participate in Driver Education classes. Driver training may be offered during the regular term or during the summer months. Beginning with the 2013-2014 school year, students in the Driver Education classes will be eligible to take the written test and/or road test in order to receive a driving permit and/or license if they are 15 or 16 years of age respectively and have met all requirements by law and set by the Principal. Driver Education Teachers will be required to take all necessary training in order to give these tests.
- d. Career/Technical Education – The DeKalb County Board of Education believes one of the basic objectives of the school district shall be the preparation of individuals to function effectively in society, in the areas of food production, as homemakers, technical specialists or in other areas. Career tech instruction shall be designed to prepare individuals for entry-level employment in a specific occupational field, or for future education appropriate to the student's occupational objective. Career Tech personnel shall give all assistance possible toward providing placement services for students. All career tech programs of the school district shall be planned and administered in accordance with all requirements of the State Department of Education.
 - i. DeKalb Technology Center (Career Technical School)

The career technical instructional program will operate in accordance with State and Federal rules and regulations, as well as local policies. Enrollment will be limited to students from the 10th, 11th and 12th grades with the exception of those students enrolled in the special education evaluation units. Preferences shall be given as follows: (1) Second-year 12th grade students; (2) First-year 11th grade students; (3) First-year 12th grade students. The Home schools shall coordinate schedules with the career technical school director. Schedules shall have approval of the Superintendent.
- e. Career Tech Live Work
 - i. The Superintendent is authorized to implement a live work program for the Board and to develop guidelines and procedures for the program. Live work may be permitted when necessary for training and the acquisition of occupational skills and will not be used for monetary gain or profit of the individuals in the program. Live work may be conducted by students in the program in conjunction with public employees, tax supported

programs and institutions, charitable organizations, and individuals and organizations approved by the Superintendent or his designee. Requests or proposals for live work projects must be presented to the live work instructor or principal in the location of the career/technical education program prior to the performance of any work and must describe fully the scope and extent of each project. Payment for live work will be handled in accordance with Board policies and procedures. Where work is completed for the Board, including a local school, a waiver may be submitted for any service charge. The Board does not provide guarantees, warranties, or refunds for any work conducted as part of the live work program and will not assume any liability whatsoever associated therewith. [Reference: ALA. ADMIN. CODE 290-6-1-.04]

- ii. The DeKalb County Board of Education encourages the use of live work in career/technical education programs as part of an organized training program provided such work is appropriate to the program schedule, State and local approved curriculum and the needs of student. All such work will have the prior written approval of the school administrator.
- iii. It is the responsibility of the teacher to review all potential live work projects in terms of safety and liability. Live work is for the purpose of training and is to be performed by students under the immediate supervision of the teacher. The patron requesting such work will pay for all parts used, plus 30% and will not pay for any labor charges. Students may not benefit financially from any work performed. All money due as a result of live work is to be collected by the teacher prior to permitting such work. It is understood that the DeKalb County School Board and personnel are not obligated for any loss or damage resulting from live work. No parts or workmanship is guaranteed whatsoever. However, it is the responsibility of the teacher to ensure reasonable precaution.

7.1.3 Career Technical Education – Disabled and Disadvantaged Students

- a. Students identified as disabled and requiring additional or modified career tech education services or materials shall be enrolled in career tech education courses after an Individualized Education Program (IEP) has been prepared, as prescribed under the provisions of the Individuals With Disabilities Education Act (IDEA) 1997, including any amendments, and which includes a determination of the need for career tech education. A file will be maintained describing in detail:
 - i. How the students were identified
 - ii. The additional special services, assistance or program modifications that are being provided to enable the students to succeed in the career tech program.

7.1.4 Special Programs - Curricular and delivery systems in all special programs (Special Education, At-Risk, Migrant, Indian, and others) will be adapted to the needs of students and coordinated with regular programs. Students will receive tutorial assistance by teachers trained to work in the program. Advisory committees will be consulted. Regular programs will be modified, as necessary, to accommodate students' learning styles.

- a. Disadvantaged/At Risk – In keeping with its desire to provide the best possible education for all students, the Board provides special programs for the disadvantaged/at-risk student. This includes those students who appear to be at risk for dropping out of school.
- b. Remediation/At Risk – The DeKalb County Board of Education, in compliance with State Department of Education regulations, shall provide an individualized remedial program of instruction for each student who fails to demonstrate acquisition of predetermined levels of knowledge and skills appropriate for the expected performance level of that particular student. The Board will assign the number of teachers and other resources such as tutorial services necessary to improve the performance of each student to his individual level of expectancy. A remediation class is mandatory for all students who are classified as being in academic caution or alert on the Stanford Achievement Test. Students who have a failing average as reported on the mid-term Progress Notice may also be required to attend remediation classes or receive tutoring. A Test Preparation Class will be scheduled at each school where possible. A parental conference must be held with any student who waives his right to participate in remediation classes. Both the parents and student must sign a form which is to be placed with the cumulative record that states that the remediation instruction was refused.
- c. Title I – The Title I program provides additional services, through local school plans, to all students in school-wide schools. The purpose of this program is to enable all students to achieve at or above the state's standards of achievement.
- d. Indian Program – This project is provided through a special grant and offers a program of cultural heritage and Native American art classes to students of identifiable Indian ancestry. Classes in native Cherokee history, literature, art, crafts, and music are made available on a nine weeks basis to those schools having a high concentration of students of Indian descent. This program will be coordinated with all other programs.
- e. Migrant Program – The Migrant Program is available through special Title I, Part C funds, and provides a program of remediation in all academic areas to those students of families classified as interstate or intrastate migrant, currently or formerly involved in agriculture, fishing or related activities. Students and families are served by a migrant advocate and home school liaison. This program will be coordinated with all other programs.
- f. Homebound Services – Homebound services are temporary educational services offered for students in DeKalb County Schools who cannot attend

school due to a medical issue, documented by a physician or psychologist. These students require services in their home in order to access an appropriate education. Decisions regarding eligibility for homebound services are decided by a 504 team or IEP team with input from a medical professional. Services are written into a 504 or IEP plan and implemented by employees of DeKalb County Schools. All team members, including the homebound teacher must maintain confidentiality of students' status of services, medical condition, contents of plan, etc. A student should present to the school a letter from a medical professional stating the student requires homebound instruction for at least four and one-half weeks unless otherwise specified by the IEP or 504 teams.

Homebound instruction is not provided in the same way instruction is provided in general education classrooms. Accommodations and/or modifications, abbreviated assignments, and accommodated/modified grading systems are generally implemented. Students requiring homebound services receive instruction in the core subject areas for kindergarten thru eighth (K-8) grade. Ninth thru twelfth (9-12) graders will receive instruction in the core subjects along with minimal services/assignments required to meet elective requirements for graduation. Specific information about class requirements, accommodations, and/or modifications must be reflected in the 504 Plan or IEP. Homebound services are essential for some students to have access to general education services. However, these services are intended to be temporary and are only to be used when absolutely necessary. When extracurricular activities, employment, and/or students' social lives resume to their pre-homebound activity level or to a level similar to their peers and the student no longer exhibits a medical condition that interferes with the ability of a student to attend school, homebound services should be discontinued and the student should return to school.

- g. Gifted Students – The DeKalb County School District provides options for exceptional students to progress through course of study objectives at a pace commensurate with their abilities either by qualifying for subject acceleration or whole grade acceleration. Consideration for acceleration begins with completion of a written referral form submitted by a general education teacher, an administrator, guidance counselor, gifted specialist or parent/guardian. Eligibility and approval for either subject or whole grade acceleration will be determined according to guidelines set forth by the DeKalb County Board of Education as per qualifications for Gifted Program Placement. Contact the DeKalb County Special Education Coordinator at (256) 638-4131, for further information.
- h. Special Education – The DeKalb County School System will abide by all regulations regarding the Reauthorization of the Individuals with Disabilities Act, IDEA/2003, and all amendments. Services are provided to students residing within the district, ages 3 to 21, identified in at least one of 13 disability areas: Autism, Deaf Blind, Emotional Disability, Hearing Impaired, Intellectual Disability, Multiple Disabilities, Orthopedically Impaired, Other

Health Impaired, Specific Learning Disabilities, Speech and Language Impaired, Visually Impaired, Traumatic Brain Injury and Developmentally Delayed. Services are provided in accordance with federal and state mandates. If you need additional information about referring your child for an evaluation or special education services, you may contact the Principal at the local school or the Special Education Coordinator at (256) 638-4131. You may also contact the Special Education Coordinator at DeKalb Schools Annex, P.O. Box 488, Rainsville, Alabama 35986.

- i. ADHD – In accordance with Section 504 of the Rehabilitation Act of 1973, the DeKalb County Board of Education provides students with disabilities appropriate educational services designed to meet the individual needs of such students to the same extent as the needs of students without disabilities are met. The protections of Section 504 extend to those individuals who satisfy the eligibility requirements of Section 504. Parents/guardians, teachers and other certified school employees will initiate the process of intervention for any student suspected of having a disability that substantially limits the performance of a major life activity. The process often begins with a referral to the school’s Problem Solving Team (PST). It is the responsibility of the local school administrator to ensure that the local school 504 Committee develops plans for those students determined eligible under Section 504. Additionally, the local school administrator is responsible for ensuring that all 504 plans are implemented, reviewed and updated annually. Eligibilities are reviewed at least every three (3) years. Academic and behavior accommodations/modifications must be made as directed by the Gifted, IEP, 504 or EL plans. For further information regarding Section 504, contact your local school administrator/504 coordinator or DeKalb County School System’s Section 504 Compliance Coordinator at (256) 638-4131, or by mail at DeKalb County Schools Annex, P.O. Box 488, Rainsville, Alabama 35986.
- j. Voluntary Tutorial Program – In keeping with Act 93-367, the Board sanctions volunteer tutorial programs as administered and monitored by the Principal in keeping with any applicable state guidelines.

7.2 *Class Related Activities, Assemblies, Field Trips*

All students are to be in a class or Board approved activity consistent with state guidelines each period of the day.

The Board of Education recognizes the need for special programs, assemblies, field trips, etc. Such programs shall have academic value and approval of the Principal in advance of being planned by the teacher. Preparation, instruction, reasons for programs, correlation with lesson plans, and proper behavior of students while participating, are important factors in the continued approval by the Board for such activities. Trips shall have the approval of the Superintendent. Trips shall be limited to one per grade in K-6 and one per class in grades 7-12.

7.2.1 Trips, Excursions, Athletics, and Other Competitive Competitions (School Sponsored Events) – The DeKalb County Board of Education, recognizing that educational field trips and trips to various types of contests for instructional and athletic purposes help provide desirable learning experiences, shall delegate 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 field 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 and such has been approved by the Superintendent. Teachers planning field trips or out-of-class learning experiences shall submit an application in writing to the Superintendent or his designee for approval. The Field Trip Request Form and the Athletic/Competition Request Form are separate from Professional Leave forms. Before any trip or excursion is taken, written parental permission forms shall be secured for every pupil planning to take the trip. Students who have not submitted signed parental permission forms, shall not be allowed to take the trip. Before approval of any field trip is given, it shall be determined whether the trip is covered by the Board's liability insurance. No travel shall be authorized where coverage cannot be secured prior to commencement of the trip. The Board does not endorse the use of private vehicles to transport students to and/or from activities. Homecoming, prom or field trips should not be scheduled during exam weeks (AHSGE, SAT/ARMT, ACCESS, ADAW, etc.) unless mandated by the Alabama State Department of Education or the AHSAA.

7.2.2 Approval for Field Trips –

- a. Field Trips for Grades 1-12, exclusive of athletics and band, should be educational and in line with lesson plans.
- b. Full-day trips shall be limited to one local and one other per grade in 1-6 and one per class in 7-12. Field trips of short duration, e.g. plays, concerts, special programs, if approved by Superintendent well in advance, and resulting in students not being away from school more than 2-3 hours, will not count as a full trip. Such trips shall be limited to two events. Principals shall not grant permission for the same grades/classes to go to multiple events, every year.
- c. Field Trips for Kindergarten - Principal shall have discretion with regard to Kindergarten trips, e.g. (Petting Zoo, Hospital, Post Office, etc., since these are a part of their curriculum.) All trips must have prior approval of Principal and Superintendent.
- d. Band trips - Directors need to turn in schedule to Principal at beginning of term for approval. Principals may consider approving a reasonable number of trips/competitions during the school year. The amount of time band students are away from other classes and the time directors may be away from other teaching duties shall be a factor in decision to grant approval.
- e. Logs - Principals are to keep a log of field trips for their school. Requests for field trips shall be scheduled well in advance. Efforts shall

be made to reduce the number of trips, especially those out of state. Field trips shall not be taken during the first two weeks of the school term or during the last two weeks.

7.3 *Instructional Goals and Objectives*

The DeKalb County Board of Education recognizes its responsibility to provide a learning environment where each child may have a well-rounded academic program flexible enough to meet individual needs. The following objectives reflect the Board's philosophy:

- a. To provide experiences that will make the child aware of his/her value as a unique being as well as his rights and responsibilities as a member of our society.
- b. To provide a classroom that is comfortable, well-equipped with a wide range of materials designed to stimulate intellectual growth as well as provide for individual differences.
- c. To develop basic skills needed to master academic proficiency.
- d. To provide a sound academic program that is flexible enough to meet individual needs and differences through the use of a variety of materials.
- e. To create an atmosphere in the classroom which will develop moral values such as honesty, loyalty, respect, as well as an interest and concern for others.
- f. To foster a good working relationship between the school and community through the interchange of parents and teachers involved in school and community activities.
- g. To provide a health and physical education program which will establish sound personal health habits and an understanding of good physical health and well-being.
- h. To develop aesthetic creativity in each child, helping him develop an appreciation of the arts.
- i. To give the child an understanding of the economic system of which he is a part and to establish career awareness.

7.4 *Academic Standards and Expectations*

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

[Reference: ALA. ADMIN. CODE 290-3-1-.02(12)]

7.4.1 Grading Systems – The DeKalb County Board of Education shall direct that evaluation of student progress be based on various aspects of performance as measured against standards for the respective grade or subject. The requirements for evaluation shall take into consideration the ability, aptitude, cultural background and other characteristics of the student.

- a. Grading shall be based on achievement as it reflects a reasonable and conscientious effort on the part of the pupil to fulfill, in quantity and quality the requirements of the course,
- b. Grading shall be based on the ability of the pupil as it relates to the pupil's demonstrated effort,
- c. Grading shall be based on other criteria as may be developed.
- d. Grading and reporting shall serve to show those concerned how a pupil is doing his work. Grades shall not be used with the intent of rewarding or punishing a pupil. Grades shall be determined and reported in accordance with procedures developed by the Board.

Standards-based report cards are used in Kindergarten. Mastery of standards is ranked using a numerical scale of 1 to 4.

- 4 – Applying standard at complex levels/Advanced
- 3 – Meeting standard/Proficient
- 2 – Making progress toward standard/Needs Improvement
- 1 – Making minimal progress toward standard/At Risk

The numerical grading system shall be used in grades 1-12 as follows:

- 90 -100 Excellent
- 80 - 89 Above Average
- 70-79 Average
- 60 - 69 Below Average
- 0 - 59 Failure
- I – Incomplete
- Conditional E - (explain in writing)

No grade over 100 will be permitted to be entered in Chalkable. Weighted courses will be factored in after they are entered in Chalkable.

If it is necessary to correct a student's grade, such correction shall be noted in Chalkable. Refer to the EL (English Learners) handbook grading procedures for LEP (Limited English Proficient) students.

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

- The DeKalb County Board of Education shall test students according to SDE

guidelines. All teachers shall sign a Test Security Agreement Form before administering state tests. A comprehensive student assessment program will follow state standards and will be consistent with courses of study and curriculum guides. Student attainment of course objectives is to be measured by a full range of assessment methods. The system will identify characteristics of learners through inventories, checklists and/or surveys. The system test coordinator and staff will be responsible for dissemination and collection of all test materials, training of staff and test monitoring. State guidelines shall be followed in storing, protecting, administering and handling said materials, including accountability for lost or damaged tests and misuse of test materials.

- Results of student evaluations conducted within the District shall be used solely for the purposes of measuring student performance and competency and for structuring the curriculum to improve the effectiveness of the teaching effort. All test results shall be treated with confidentiality. Test scores for the District in total or in large groups of students may be made public. In no event shall employees of the Board make public the test scores of any individual student. Schools are required to follow the Student Assessment Guide for guidelines on utilization and appropriate use of test results.

7.4.3 Final Examinations – Final examinations may be used to evaluate student achievement when conducted in such a way that they effectively estimate the achievement of the goals and objectives on which learning activities have been based. All students in grades 7-12 may take a mid- semester examination for each course. All semester examinations will be administered according to a schedule recommended by the Superintendent and approved by the Board. All students are required to attend 180 days or the equivalent 1,080 instructional hours unless excused from school for sickness and other reasons set forth in state law. First nine weeks will count 45% of semester grade. Second nine weeks will count 45% and Semester Test (exam) will count 10%.

7.4.4 Student Progress/Report Cards – It is the policy of the DeKalb County Board of Education that reports concerning student progress shall be made to the parent or legal guardian of all students on a regularly scheduled basis. Individual schools shall make additional or supplementary reports to the parent or legal guardian of a student when in the opinion of the Principal and professional staff members, the situation warrants such reports. Such situations may include, but are not limited to, outstanding academic achievement, outstanding citizenship, poor academic performance and continuing inappropriate behavior. Teachers shall complete student progress reports twice per nine-weeks grading period. One is a "Progress Notice" and the other is the Report Card.

Progress Report: At the end of four and one-half weeks of instruction, teachers are to prepare and send home a progress notice for each student. The progress notice should state the student's class performance based on an average of his/her class work and test

grades up to that date.

Report Card: Student report cards will be sent home at the end of each nine week grading period. The report card should state the student's class performance based on an average of his/her class work and test grades up to that date.

Report cards shall be made available to students no later than the fifth day following the end of the nine weeks' grading period.

- 7.4.5 Homework – Homework is a vital component of any instructional program. Homework should be meaningful and employed to reinforce prior classroom instruction. In no case should it place students in a position requiring the use of skills that have not been introduced and practiced through classroom instruction.

Each school shall follow the county's established policies for homework:

- a. Instruction time should not be used to complete homework assignments.
- b. Homework should not be used as punishment.
- c. Homework assignments should not exceed one hour, per subject, per week.
- d. Homework assignments shall be varied to accommodate individual differences when appropriate.
- e. The local school shall develop a procedure by which parents will be informed of the importance of homework.

- 7.4.6 Promotion and Retention – The DeKalb County Board of Education shall require pupil promotion and retention in the schools to be based upon an evaluation of each pupil's achievement in terms of appropriate instructional goals. Promotion and retention of students shall be in accordance with minimum standards, which in addition to the student's achievement shall also take into account the student's emotional and social development. Pupils meeting the minimum standards and other criteria established shall be eligible for promotion and/or credit. Regulations set by the Board and the State Board of Education shall also be met in order to receive credit. Pupils who do not satisfactorily achieve established objectives for the grade to which they are assigned, may be retained. Pupil retention shall be used as one procedure to provide pupils with additional time to master the skills required for success in the next higher grade. The Board recognizes the vital importance of reading in today's society. The ability to read promotes success in other academic areas, heightens a student's self-concept, and opens new worlds of opportunity and experience through reading the written word. Therefore, failure in reading will be a primary factor in retention. LEP students cannot be retained if language is determined to be the factor for retention. Refer to the EL guidelines for the retention of LEP students.

- 7.4.7 Acceleration Program – The DeKalb County School System has an Acceleration Program for grade level and individual class promotions. For more information contact the ANNEX at (256) 638-4131.

7.4.8 Graduation Requirements – The DeKalb County Board of Education will follow all State, Legislative and State Board guidelines. Students are not permitted to go through the graduation line unless all requirements for the diploma, graduation certificate or Occupational Diploma have been completed prior to graduation night. A student who must attend summer school in order to graduate will be given the appropriate diploma upon completion of work. Students will be provided courses essential for attainment of diplomas so that requirements may be completed within a four-year period. See Student Handbook for a list of courses required for diploma types and graduation eligibility criteria.

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

7.4.9 Rankings and Honors

- **Class Ranking** – The Board maintains that high schools should keep accurate records concerning class ranking of each student.
Grades shall be averaged to five decimal places.
Confidentiality of all records shall be respected as specified by law.
- **Awards and Honors** –
 - a. **Academic Distinction** – Un-weighted grades in all courses taken will be used to determine the grade point average (GPA) used for earning an academic distinction. Grades from the beginning of the 9th grade through **the end** of the second term of the 12th grade (or pre-approved courses that award credit taken in the 8th grade) will be averaged to five decimal points. The following distinctions will be awarded:
 - i. **Summa Cum Laude** – Students who earn a cumulative GPA of 95 to 100 on all courses will receive this distinction.
 - ii. **Magna Cum Laude** – Students who earn a cumulative GPA of 91 to 94 on all courses will receive this distinction.
 - iii. **Cum Laude** – Students who earn a cumulative GPA of 88 to 90 on all courses will receive this distinction.
 - b. **Valedictorian, Salutatorian, and Top Ten** – Un-weighted grades in **all** core courses (English, Math, Science and Social Studies) will be

used to determine the academic grade point average for Valedictorian, Salutatorian, and Top Ten.

- i. Valedictorian - The student having the highest un-weighted academic grade point average. This student must come from students who have taken at least five (5) of the required courses. See the Student Handbook for a listing of required courses and more details.
- ii. Salutatorian – The student having the second highest academic point average. This student must come from students who have taken at least five (5) of the required courses. See the Student Handbook for a listing of required courses and more details.
- iii. Top Ten Ranking/Selection – Selection of Seniors for the Top Ten shall be chosen from those who have taken at least five (5) of the required courses. See the Student Handbook for a listing of required courses and more details.

7.4.10 Foreign Exchange Students Graduation Requirements - Foreign Exchange students must meet the following criteria to participate in graduation ceremonies.

- a. Student’s home transcripts must document accurate student information in terms of grades, age and necessary data for enrollment.
- b. Students must pass all assigned classes that must include four required core subjects.
- c. Students will not be considered for school honors dealing with rank order (Valedictorian, Salutatorian, and Top Ten). Foreign Exchange students would be eligible for student elected activities such as Who’s Who.
- d. Students must maintain a positive discipline record.
- e. Students must follow all county attendance guidelines.
- f. Students will have age appropriate placements
- g. Students will be given a “Foreign Exchange Certificate”.
- h. Beginning with the 2012-2013 school year foreign exchange students must have senior level placement to participate in graduation ceremonies.

7.5 *Parental/Family Involvement*

7.5.1 Parent Conferences – The DeKalb County Board of Education encourages parent conferences at any reasonable time concerning the needs and progress of a student. It is essential that an objective overview of strengths and weaknesses be discussed with the parent(s) along with samples of the student's work, if possible. Parents are encouraged to discuss with the teacher any questions or problems which might affect the child's performance. Parent conferences shall be scheduled at times when teachers are not engaged in classroom instruction.

7.5.2 Parent-Teacher Conferences – Parent-Teacher conferences are recommended beginning in the elementary grades. The student's course work should be planned and the role of each person should be defined. During this process, the individual program of studies for the student would be developed. For high school students, this planning process should take place on a broad scale prior to the student's entering the ninth grade. As the student approaches the end of the eighth grade, a program of studies should be developed which outlines the objectives of that individual's high school academic work. Schools may arrange for specific dates for conferences each year after the regular school day at which time parents are invited to the school.

7.5.3 Parent-Principal Conferences – Parent-Principal conferences are arranged by Principal when necessary for discussion of absences, disciplinary problems, or other educational matters. Written documentation of some conferences, depending upon the seriousness of the problem, may need to be kept for up to three years.

7.5.4 Parental Involvement – The DeKalb County Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goals of the school district to educate all students effectively, the schools and parents must work as knowledgeable partners. Parental involvement encompasses the mutually supportive interaction between parents and educators. The parent and family involvement program will be comprehensive and coordinated in nature and will include, but not be limited to, the following:

- a. Support to parents as school leaders and decision makers, in addition to serving in advisory roles.
- b. Promotion of clear two-way communication between the school and the family about school programs and children's progress.
- c. Assistance to parents and guardians to develop parenting skills to foster positive relationships at home that support children's efforts and provide techniques designed to assist their children with learning at home.

The State Department of Education has directed that each system observe Parental Involvement Day in October. Activities should be planned by all teachers and staff, with everyone taking part. Announcement of the Parental Involvement Day (Open House-School Discovery Program, etc.) shall be made known to parents during the first two months of the school term, included on the school calendar, and announced through school newsletters or websites, and in other ways in order to make sure that everyone is aware of this opportunity.

Training and appropriate resources will be provided for teachers, administrators, and parents to strengthen the ability of strong parent-school partnerships to enhance student achievement. Parents will be involved in jointly developing appropriate parental involvement policies and in reviewing school improvement through

meetings with the school system's Parent Advisory Committee. Policies developed through this process will be distributed to parents of students attending Title I schools. Additionally, the Board will provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parental involvement activities to improve student achievement and school improvement. The Board will coordinate and integrate parental involvement strategies with other programs as appropriate.

- 7.5.5 Instruction in Parental Responsibility (Students) – In compliance with Act 93-370, the DeKalb County Board of Education will follow guidelines furnished by the State pertaining to the teaching of parental responsibility to students in grades 7-12.
- 7.5.6 Parental Responsibility (Parents) – In compliance with Act 93-672, the DeKalb County Board of Education will follow guidelines furnished by the State Department to inform parents of their responsibility with reference to their children's education.
- 7.5.7 Annual Evaluation of Initiatives – An annual evaluation will be conducted, with the involvement of parents, to determine the effectiveness of the parental involvement policy in improving the academic quality of the schools. The evaluation will include parent surveys, focus groups, and student assessment data. Parents will also be given the opportunity to submit suggestions and concerns regarding the parental involvement policy to the parent advisory committee. This information will be reviewed annually and used to make revisions to the school system plan as necessary.
- 7.5.8 Impediments to Parent Participation - The Board will identify barriers to greater participation by parents in parental involvement activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or whose racial or ethnic background may impede effective participation. To the extent practicable, all information required under Section 1111 of the Elementary and Secondary Education Act (“ESEA”), 20 U.S.C. §6301 *et seq.*, will be provided to parents in a uniform, understandable format and upon request, in an alternative format and language that the parents understand.
- 7.5.9 Elementary and Secondary Education Act – The school system will work with its schools to ensure that school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA and each includes a school-parent compact consistent with section 1118(d) of the ESEA. This policy will specify that each school will:
- a. Convene an annual meeting to explain the school's participation in Title I, Part A programs to parents and inform them of their responsibilities and right to be involved in the program;
 - b. Offer a flexible number of informational parent meetings, including building a strong home/school connection, parenting skills, and literacy

- development;
- c. Involve parents in an organized, ongoing, and timely way in planning, review, and improvement of school programs;
- d. Provide timely information about its school programs to parents, describe the curricula, student assessments, opportunities for regular meetings where parents can provide input, and respond promptly to parent suggestions; and
- e. Provide parents with an opportunity for meaningful and ongoing consultation and communication about the academic quality of the school.

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

7.6 Instructional Materials/Equipment

It shall be the policy of the DeKalb County Board of Education to provide a wide range of instructional materials on all levels of difficulty with diversity of appeal in the presentation of different points of view. Specific curriculum materials adopted by the Board of Education shall be used in Grades 1-6 in all schools, as applicable. The review of allegedly inappropriate instructional materials shall be through procedures as established by the Board and shall include a written and signed explanation of the allegedly inappropriate material, the document in which it is contained, and the reasons for objections to the material. State funds allocated to individual schools, including those for instructional supplies, technology, library enhancement, and professional development, must be budgeted in accordance with state and local Board guidelines. Students shall have equal access to all instructional materials and equipment provided in keeping with course objectives. Students may be required to purchase workbooks and other supplementary materials as necessary.

Textbooks will be purchased and distributed in accordance with State Department of Education regulations. Only textbooks recommended by the local textbook committee will be approved by the Board, upon the recommendation of the Superintendent.

Students are loaned textbooks for the duration of the course that requires the textbook and are responsible for the care of the textbook. Students must reimburse the Board for the cost of any textbooks that are lost or damaged beyond reasonable wear and tear.

[Reference: ALA. CODE §16-36-62 (1998)]

The Board of Education authorizes the Superintendent or his designee to sell or dispose of used, out-of-adoption textbooks. Prior to any sale or disposition, the Superintendent shall recommend to the Board a list of titles of textbooks to be declared surplus property. A determination of the value of surplus textbooks shall be made prior to any sale or disposal. Textbooks determined to have value may be sold to the highest bidder or sold in a public auction. In the event surplus textbooks have minimal value, the Superintendent is authorized to offer surplus textbooks to other public schools or agencies, teachers, parents and students, textbook companies, salvage companies, tutors, private schools, or other private citizens.

7.6.1 Textbook Selection, Adoption and Usage – The DeKalb County Board of Education shall be ultimately responsible for the selection of all textbooks used within the school district. A textbook selection committee shall be appointed by the Superintendent to study textbooks approved by the State and recommend those which should be considered for adoption, providing a 1st and 2nd choice. The committee shall be approved by the Board. The local textbook committee will consist of a minimum of ten (10) members, including principals, teachers, administrators, parents, lay citizens, and board member who will serve a term of one year. An affidavit must be filed with the Board of Education by each member of the textbook committee stating:

- The member agrees to discharge faithfully all the duties imposed upon him or her as a member or as secretary of the textbook committee.
- The member has no interest, directly or indirectly, in any contract that may be made under this article for the purchase of textbooks.
- The member has no interest as author, as associate author, as publisher, or as a representative of the author or publisher of any textbooks.
- The member has no pecuniary interest, directly or indirectly, in the business or profits of any person, firm, or corporation engaged in manufacturing, publishing, or selling textbooks.
- The member agrees not to accept any emolument or promise of future reward of any kind from any publisher of textbooks, the publisher's agent, or anyone interested in or intending to bias the member's judgment in any way in the selection of any textbook for adoption.

Members of the selection committee shall examine and rate the sample texts for content, organization, durability and utility and, on the basis of compiled ratings, make recommendations for adoption to the Superintendent and Board, providing a first and second choice. Committee members may request consultation with their own faculties, supervisors, publisher representatives and others.

Each school is required to use state and locally adopted textbooks. All other materials are considered supplementary and shall be approved by the Principal. The adopted textbooks must be used in the classrooms. It is a misdemeanor to use any other text, state approved or not, as a regular textbook. The same textbooks must be used throughout the system at the same time. Other approved textbooks may be used as supplementary material. State-owned textbooks, as well as all other textbooks purchased with education funds, shall be properly stored, and protected by school personnel. Textbooks shall be inventoried each year and lost or damaged books accounted for in the process. Students shall be held responsible for replacement costs of books issued to them with such costs/fines to be collected by Principal and turned in to the Central Office.

7.6.2 Selection of Supplemental Learning Resources – The Superintendent is authorized to develop criteria for approval by the Board for selection, use, and retention of supplemental learning resources for schools operated by the Board and a procedure for

the use and review of those materials, to include procedures for addressing objections or reconsideration of those resources.

7.7 *Non-Traditional Learning*

7.7.1 Correspondence or Online – Credit for correspondence and online courses will be recognized if the conditions and criteria established by the Alabama Department of Education for such programs are met. Written approval must be given by both the Principal and Superintendent before correspondence work is begun. Credits can be earned from institutions recognized by the State Department of Education and accredited by the National Home Study Council including the American Home School or University of Alabama. One unit may be earned during the regular school year. Correspondence work should be taken only when the curricular offerings deny a student a course he/she particularly needs.

[Reference: ALA. ADMIN. CODE 290-3-1-.02(12, 13)]

7.7.2 Cooperative Education/ Work Study Programs - Upon recommendation of the Superintendent, the Board may approve cooperative education or work-study programs in accordance with State Department of Education regulations (including the Cooperative Education Manual) and other appropriate terms and conditions. These programs will combine school-based instruction and work- based experience.

[Reference: ALA. ADMIN. CODE 290-6-1-.04]

7.7.3 Virtual School - The DeKalb County Board of Education will offer a virtual school option beginning with the 2016-2017 school year for students in grades 6-12. Students must apply and be accepted to participate. Virtual schooling may be offered on a full-time or blended basis. Virtual students must abide by DeKalb County Board of Education policies. Each student and parent/guardian must agree to follow the Individual Learning Plan developed in conjunction with the Virtual Academy Team.

7.8 *Extended Programs*

Upon their approval by the Board, the Superintendent is authorized to implement programs and projects designed to meet the needs of the community served by the school system in accordance with any laws or regulations governing such programs. Such programs may include but not limited to the Grandparent Support Group, the Single Parent Project, Adopt-A-School Program, Extended Day Enrichment Program, Summer Enrichment, Night Enrichment, Adult Education, and other such offerings as may be approved by the Board.

[Reference: ALA. ADMIN. CODE 290-8-5-.01]

7.8.1 Dual Enrollment and Dual Credit – This policy allows certain high school students to enroll in college level courses at post-secondary institutions in order to dually earn credits for a high school diploma and/or a post-secondary degree at both the high school and participating post-secondary levels. This credit may be earned during the school year or during the summer months.

- a. The student must be in grade 10, 11, or 12 or have an exception granted by the participating post-secondary institution upon the recommendation of the student's Principal and Superintendent in accordance with Alabama Administrative Code 290-8-9.17 regarding gifted and talented students.
- b. The student must have a "B" average, as defined by local policy and meet the entrance requirements established by the participating college/post-secondary institution.
- c. Students shall pay normal tuition as required by the post-secondary institution.
- d. Three (3) semester credit hours at a post-secondary level shall equal one credit at the high school level in the same or related subjects if approved by the curriculum director and post-secondary institution.

7.8.2 Summer Session – The DeKalb County Board of Education may provide summer school sessions as an extension of the instructional schedule for the school district. The schedule for the summer session shall provide for remedial instruction and repeat courses for students who have failed. Operation of schools in the summer session shall be in accordance with guidelines established by the Board.

Credit Recovery classes may be available to students during the summer session. When it is not feasible to offer a summer session in the county system, students shall be informed of summer schools available in other systems.

7.8.3 Summer School Operations – A “summer school” program may be implemented in compliance with regulations promulgated by the State Department of Education. Summer school is provided as a service by the Board and is separate and distinct from the regular academic year. The Superintendent is authorized to develop and maintain rules and regulations for the operation of summer school, including requirements for enrollment, attendance, transportation, and tuition.

7.9 *School Wellness*

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

7.9.1 Nutrition Education - The Instructional Services Department in conjunction with the Child Nutrition Program will provide nutrition education, nutrition promotion, and physical education to foster lifelong habits of healthy eating and physical activity. All students will be encouraged to follow the United States Dietary Guidelines for Americans. Both departments will establish links between health education and meal programs within the school and community. The district website will keep the public updated on the policy content and implementation status. The DeKalb County Board of Education will proactively comply with all federal and state nutrition and physical activity regulations.

- 7.9.2 Nutrition Standards – Schools will participate in available school meal programs, including the National School Breakfast Program, National School Lunch Program, and the Summer Food Service Program. Child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods; will accommodate the ethnic and cultural diversity of the student body in meal planning; and will provide a clean, safe, and pleasant dining experience. All foods and beverages sold or served at school during the instructional day will meet or exceed the nutrition recommendations identified by USDA and the State of Alabama Board of Education.
- 7.9.3 Physical Education and Activity Opportunities – The Board will offer physical education opportunities that include the components of a sound physical education program. Physical education will equip students with the knowledge, skills, and values necessary to maintain healthful lifelong physical activity. Physical education instruction will be aligned with the curriculum. All students will be provided the opportunity to participate regularly in supervised physical activities that are intended to maintain physical fitness and to impart the benefits of maintaining a physically active and healthy lifestyle.
- 7.9.4 School-Based Wellness Activities – The DeKalb County Board of Education is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. Through the Local School Health Councils, the school system will engage students, parents, teachers, food service professionals, health professionals, school representatives, board members, school administrators and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies. The school’s local wellness team coordinator, in conjunction with the Child Nutrition Program area manager, will conduct these monitoring activities on a quarterly basis. All students will have opportunities to be physically active on a regular basis during the school day and beyond.
- 7.9.5 Administrative Implementation – The Board, as the recognized food and nutrition services authority for the school district, shall annually approve a free and reduced price meal program. It is the Board’s expectation that the teachers shall support the food service program in every respect and encourage children to eat a well-balanced meal each day. Teachers should use the cafeteria as an opportunity to teach good nutrition and etiquette to students. Teachers are strongly encouraged to eat in the school cafeteria with their students. Any concerns regarding the local school breakfast or lunch program should be reported to the school principal.
- The Superintendent and his designated representatives shall be responsible for operating an economically sound child nutrition program in accordance with state and federal laws and regulations. The Superintendent shall recommend for appointment the necessary personnel to initiate and maintain a quality child nutrition program. The accounting, financial planning, and reporting functions of the program

shall be coordinated within the central office.

- All sanitation standards required by law shall be strictly observed in each local school's child nutrition program. This shall include, but not limited to, physical examination requirements of employees, preparation procedures, conditions of kitchens and dining areas and maintenance procedures. The CNP Coordinator and School Principal will share responsibility for the operation and supervision of the school child nutrition program.

Revised 2/21/13Ref: P.L. 108.265, Part 210 and 220, and Section 204 Child Nutrition and WIC Reauthorization Act.

7.10 *Adult Enrichment Community Education Classes*

This program includes the Extended Day, Enrichment Classes, Regular Summer School, At-Risk Summer School, and Make-Up Credit Classes. Community Education involves community volunteers and students from all ages in a variety of educational programs and operates year round. Classes will be held after school hours in convenient locations and supervised by the Superintendent's designee and state staff. Teaching preference will be given to certified staff and to others who have college training and/or work experience in the course fields. Community Education personnel work with many municipal and county agencies along with Civic clubs, colleges, and other organizations to improve educational opportunities and success for the school system and citizens of the county. Community Education classes will be held when funds and staff permit in accordance with state guidelines. A minimum of twelve (12) students is recommended for each class.

- Instructional support services shall be coordinated with community resources and services, including, but not limited to, federal programs, Special Olympics, libraries, counseling, medical/service agencies and news media, in order to provide technical and logistical support to facilitate and enhance instruction. Assistance will be provided by the Central Office staff.

7.11 *Library Media Manual*

7.11.1 Mission Statement -The mission of DeKalb County School Library Media Centers is to provide students with the opportunity to become lifelong users of information. The library will support the curriculum by collaborating with teachers, by using instructional data to develop a collection that is representative of the needs of the students, and by implementing technology and literacy instruction for the students.

7.11.2 Vision Statement - The DeKalb County School Library Media Centers will provide equitable access to information and ideas for all users. The programs will develop opportunities for students to appreciate literature, to learn creative thinking skills, to become critical seekers of information, and to use instructional and educational technology wisely so that they will become independent lifelong learners and productive citizens of a 21st Century Society.

7.11.3 Philosophy - It is the philosophy of the media centers of the DeKalb County Schools to

ensure that students and staff are effective users of ideas and information. The primary goal is to develop every individual's abilities so that he will be adequately prepared to take his place as a useful citizen in a 21st Century Society.

- The media centers of DeKalb County Schools strive to supply abundant resources of print and non-print materials for all students and faculty in order to facilitate and improve the learning process. Emphasis is placed on the learner, on ideas and concepts rather than on facts, on inquiry and problem-solving rather than on rote memorization.
- It is the mission of the media centers to be an integral part of the total school program as a materials service and teaching agency. The library is also a reading center providing information, inspiration, and knowledge that meets the needs and demands of faculty and students. The media center should be a motivating force for each learner, enabling him to work independently so as to fully develop his capabilities and find satisfaction in doing so.

7.11.4 Goals And Objectives

The school library media program will strive to:

- Encourage students to be lifelong readers and seekers of information.
- Promote effective use of information and information technology.
- Provide equal access for all students and staff to library facilities and materials.
- The school library media specialist will:
 - Consider the diverse needs of students in accordance to their individual reading skills, interests, and cultures.
 - Work cooperatively with faculty, staff, and administration to develop plans for lessons based on the current state curriculum standards.
 - Develop and maintain a collection based on school demographics and current state guidelines and standards.
 - Offer and maintain a positive learning environment.
 - Encourage harmonious communication between students, faculty, administration, home, and community.

7.11.5 Challenged Materials- Any person having a complaint about school library media center materials shall meet with the principal. If the matter cannot be resolved, the principal shall notify the library media specialist and ask the complainant to complete a "Request for Review" form which is available from building principals or the library media center. After receiving the completed form, the principal and library media specialist shall meet with the complainant to discuss the complaint.

If the complaint is not resolved at the meeting with the principal and the library media specialist, the complainant may request that the Library Committee consider the complaint.

7.11.6 Library Committee -When a review committee is established by the local school to handle complaints concerning media center materials, the library committee may be composed of:

- A principal,
- Media specialist,
- Subject area specialists (teachers)
- Community member
- Student

The committee's charge shall be:

- To review the material and prepare a written report containing conclusions and recommendations within 30 days;
- To direct a written report to the principal and the library media specialist; and
- To send the complainant a copy of the report.

The library committee shall:

- Examine and evaluate the material as a whole; consider the district's policy, procedure, and philosophy for selection of media center materials; and weigh strengths and weaknesses and form opinions based upon the selection criteria and the considerations for library media center materials.
- If the complainant is dissatisfied with the committee's recommendation, an appeal of the decision may be made to the Board of Education for a hearing and final decision. If an appeal is requested by the complainant, the superintendent shall request the Board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the Board's study.
- Challenged materials shall not be removed from use during the review period.

7.11.7 Considerations For Review Of Library Media Center Materials -Schools are concerned with generating understanding of American freedoms and with the preservation of these freedoms through the development of informed and responsible citizens. To this end, the Board asserts that its responsibility for instructional materials and school library material is as follows:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students served;
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- To provide a background of information that will enable students to make intelligent judgments in their daily lives;

- To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking;
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to the American heritage; and
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library media center.

7.11.8 Request For Review Of Library Media Center Materials

Copyright Regulations (See Appendix A)

The library media specialist will provide and post copyright guidelines for all users of the library media center and will include explanation of the guidelines in instruction to students. Copyright and fair use guidelines will be posted in appropriate locations throughout the schools, near copiers, printers, and digital copying devices.

It is illegal to duplicate any material, whether it is music, art, or literary in nature, without the authorization of the copyright holder. However, the government has recognized the need for what is called “fair use” of materials in the educational setting. Under this set of laws, it is possible to legally copy materials if not done for profit. Each individual teacher is responsible for his own conduct and compliance to the fair use laws. The library media specialist should provide annual professional development training concerning copyright information for faculty members. If teachers have questions, they should ask their individual school’s authority on the subject or their superintendent about the policies.

Under the “fair use” guidelines, copies can be made for the purpose of news reporting, criticism, comment, and teaching. Before copying, these factors should be taken into account:

- Purpose and character of use (cannot be profit)
- The nature of the copyrighted work
- Amount of the work being copied
- Effect of the copying on the market value of the material

7.11.9 Library Media Center Program - The library media center is an essential part of the school’s educational program and is an active center of the instructional program. The media center is organized to stimulate interest and thinking and is conducive to study. The media center provides resources for instructional and recreational needs selected in relation to the school’s program of instruction, and the needs, interests, and abilities of all stakeholders.

The library media program provides guidance to promote learning, aid in instruction, and facilitates the use of media resources. The media center provides materials which meet the needs of students and teachers and can be used with class instruction, group learning, and individual exploration. The media center may also supply the equipment needed to use the available resources. The media center provides adequate working

areas for students, faculty, and staff.

The library media center program is the heart of the school's efforts to develop a constructivist approach to teaching and learning. It is the school's mission to provide an effective library media program which will positively affect student achievement.

7.11.10 Materials Selection And Acquisition - The Board of Education of DeKalb County is legally and ultimately responsible for the collections of school library materials, print, non-print, and digital, and should assure that funding is available to support the media programs. The Board of Education delegates the selection of these materials to certified, professional media specialists working in cooperation with stakeholders within each school setting. Each school principal shall have final responsibility for the library media center collection.

Collection development in a school media center is an on-going, continuous process led by the professional library media personnel and involving supervisors, principals, teachers, students, and parents using the materials.

Selection Guidelines

- Religion – All major religions may be represented in factual, unbiased material.
- Science – Medical and scientific knowledge material may be included in the collection in items having factual, reliable content.
- Ideologies – Materials of controversial ideology or philosophy which exert a strong force in society may be represented in the collection.
- Human sexuality – Sexual incidents appearing in material does not automatically exclude a material, but pornographic, sensational, or titillating materials are not included.
- Profanity – Care is taken to exclude material using profanity in a lewd or detrimental manner, but materials are not excluded from the collection because they contain profanity.
- Audio-visual and digital content – Materials in these formats will be selected using the same criteria as that for print items.
- Library media committee – Each school shall have at least one media committee consisting of a principal, a library media specialist, two teachers, a student, and a parent. The committee should be knowledgeable about the district policies for selection of materials and the procedures for reconsideration of school library media center materials. The committee may be called upon to assess and approve the budget, to evaluate the policies and make recommendations for changes, to suggest materials for purchase, to evaluate newly acquired materials, and to assist in the reconsideration of challenged materials.

7.11.11 Acquisitions Procedure - Each school media specialist will make decisions for acquiring library media materials after consulting reputable, professionally prepared selection aids available online or in print. These may include but not be limited to professional journals, periodicals, trade shows, annotated catalogs, and recommended reading lists.

Suggestions for purchases should be encouraged and elicited from the media center's stakeholders. Such suggestions should then be judged by the selection criteria before purchase.

Multiple items of outstanding and frequently used materials may be purchased as needed. Obsolete, unused, and worn items should be withdrawn from the collection and replaced as needed.

Items purchased with library media funds should be kept in the library media collection rather than placed in classrooms permanently.

Specific steps for procuring library media materials may be dictated by the funding source. Each library media specialist will work closely with the district and local bookkeepers to assure that the proper steps to acquisition are followed including involving the library committed in adoption of a budget.

7.11.12 Cataloging of Resources - Materials purchased for the schools in DeKalb County will be processed in a timely manner and according to acceptable, standardized library policies. Automated library management programs are used for the cataloging of print, non-print, and digital media in all DeKalb County Schools.

Each library media center's collection is classified according to the Dewey Decimal Classification and Relative Index. MARC records are used and may be acquired with the materials, through the automated management system from outside sources, or entered manually by the library media specialist. The Sears List of Subject Headings is most often used for subject authority.

Cataloging designations for the school library media centers may vary from school to school, but most include the main collections of Reference (Ref), Fiction (F), Story Collection/Short Stories (SC), Non-Fiction (000-999), Biography (B), and Picture Books/Easy Readers (E). All contain a collection for audio-visual items (including digital formats), equipment, and special groups of materials. Library media center materials are labeled with barcodes. Books have spine labels and school identification stamps or marks are placed on all materials.

7.11.13 Collection Development

a. Processing of Materials

The procedure by which school library materials are processed will be the decision of the media specialist at each school. Each school library should have a carefully planned policy and set of procedures in place to make the task of getting materials on the shelves in a timely manner a standardized process. Processing checklists for each material type should be followed in order to ensure easy and quick access of acquired materials for all patrons. All DeKalb County schools have automated library software. However, not every school uses the same software. For this reason, procedures for procuring

material records should also be established by each library's media specialist.

b. Weeding of Materials

The library media collection will be continually evaluated and weeded of material that no longer meets the evaluative criteria or the needs of the school and its curriculum. Weeding is a necessary component of collection development that will provide enhancement of the school media center's reputation for reliability, revitalization of the collection's appearance, updating of the collection, and overall improvement of the library services through a collection of quality.

The following criteria should be considered in weeding materials from the collection:

- If the resource is misleading or factually inaccurate.
- If the resource is aesthetically unappealing or beyond repair due to age and/or use.
- If newer, up-to-date editions of the resource are available for a reasonable price.
- If the resource has no apparent educational value.
- If the resource's value decreases due to curriculum changes and/or changing school district needs.

7.11.14 Circulation Of Resources - All school media centers in the DeKalb County School system have an automated, integrated, and networked library catalog and circulation system. Because each school community is different, decisions concerning specific circulation policies will be determined and established by the media center specialist at each school. These decisions include, but are not limited to, the number of library materials patrons may checkout, length of checkout periods, frequency of media center visits, fines, and class scheduling.

Media center staff should be readily available to answer general information questions, assist patrons with book selection, help with research, and aid in the use of technology. Students should be supervised by adult media center staff at all times while in the media center.

7.11.15 Internet Access And Acceptable Use -Each school library media center shall provide access to system-provided internet services on an equitable basis to all patrons who follow the Technology Acceptable Use policies set by the DeKalb County Board of Education. Policies are in place for members of the school staff and for students and are made public by the Board. The LMS should be familiar with the policies and be prepared to educate the library patrons about those policies. Media center specialists should follow the state curriculum guidelines in teaching internet and social media safety and the use of available technology within the school. The media specialist should model appropriate, acceptable use of the Internet.

7.11.16 Media Center Schedules -The library media center specialist, with the assistance of the

administrator, should set the schedule for the media center at each school. The schedule should be posted and available at all times within the school. The library media center should not be closed for non-library purposes without administrative approval. Schools with grades K-2 should have a scheduled time for classes to meet with the library media specialist to read aloud stories and teach library skills. The schedule should provide opportunities for open access to the library media center resources.

The library media specialist should collaborate with teachers to schedule time for research and other ways to enhance the curriculum. Ample time during the school day should be provided for the media specialist to complete administrative tasks while patrons continue to use the facility. If an aide is not provided, students may be taught how to check in and out their own books when necessary. Student aides and community volunteers may be trained to assist with circulation procedures. The library media specialist should have a scheduled lunch break.

7.11.17 Personnel - Competent, skilled library media personnel support and enhance the curriculum and contribute to student achievement. Indicators:

- Each school system shall have a library media supervisor to mentor school library media specialists and to facilitate communication between the Alabama Department of Education and the school library media specialist
- Employs counselors and media specialists who have an earned graduate degree in their assigned field from an institution recognized by a U.S. regional accrediting agency
- Local school systems are required to place library media units where they are earned and under the supervision of the administration.
- Library media paraprofessionals are placed where they are earned and are under the supervision of the school administrator and the library media specialist.
- Job descriptions are developed in accordance with Alabama Department of Education standards.
- Forty percent of the library media specialist's time is spent daily in management of the library media center.
- A public relations plan is essential to promote advocacy for the library media program.
- A library media advisory committee is chaired by the library media specialist and is comprised of at least one each of the following:
 - a. Administrator
 - b. Department/grade representative
 - c. Student
 - d. Parent
 - e. Community member

7.11.18 Budget - The school library media specialist collaborates with the local school district/system and administrators to ensure that funds are budgeted to maintain the library media program.

Indicators:

- The library media center must have adequate, consistent, and sustained funding.
- The Alabama Code must be followed in the expenditure of state library enhancement funds.
- Budgeting procedures for library enhancement funds, as stated by the Alabama Department of Education, must be followed.
- State, national, and regional accreditation standards; school curriculum; and collection assessment are required in the budgeting process of the library media center.
- The library media specialist must maintain accurate budget records. These records should be retained for a minimum of three years.
- The library media specialist should prepare annual reports. These documents should be retained for a minimum of three years.
- The library media advisory committee, administration, and faculty assist in the budget process.

7.11.19 Library Media Center Equipment – The library media center may maintain a collection of audiovisual and technology equipment appropriate to meet the needs of the school. This equipment may include CD/DVD players/writers, televisions, projection devices, computers, iPads, special printers, laminators, and other equipment to meet the teaching and learning styles of the school’s patrons. The library media specialist should plan for and coordinate the acquisition, circulation, repair, and disposition of media center equipment. A current inventory of all equipment in the library media center should be maintained by the media specialist.

The library media specialist should provide training for the faculty and staff in the proper use and care of the school’s media center equipment. Library media specialists may diagnose problems with technology equipment to determine if the problem can be resolved in-house. A problem beyond the expertise of the media specialist should be submitted as a work order to the school technology coordinator or the system IT Department.

7.11.20 Public Relations And Advocacy – The library media specialist at each school will work to maintain a welcoming environment for students, faculty, and parents. The specialist will communicate to the public library policies, hours of operation, and any events or promotions occurring. The media specialist is encouraged to use a variety of methods of communication including, but not limited to, websites, social media, fliers, brochures, school phone messaging system, and local newspapers. Media specialists should strive to be involved members of the school faculty by serving on school committees, collaborating with teachers, and providing leadership in professional development training.

7.11.21 Assessments – The library media center program should be routinely assessed, involving input from representatives of all stakeholders. The collection of materials should be continually assessed by the library media specialist. The library media specialist will be evaluated as prescribed by the state mandates for teachers and education professionals.

Such assessments shall be in place with a written plan from the Board. All school library media centers should be under the direction of competent, skilled library media personnel at the system level in order to enhance the curriculum and contribute to student achievement.

7.11.22 Donations And Gifts – Once donated, gifts become the legal property of the school library media center. The use and disposition of such materials will be the decision of the library media specialist. Monetary donations will be accepted and appreciated for the purchase of library materials. If the donor does not request specific titles to be purchased, the material selections will be at the discretion of the library media specialist and will follow selection criteria guidelines.

A donation label will be placed in all donated materials. Such labels may indicate the donor's name, the date of donation, or a designation of remembrance.

7.11.23 Appendices

Appendix A

Library Bill of Rights

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14,

1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996.

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed September 27, 2013).

Appendix B

National Board Library Media Standards

- Standard I: Knowledge of Students Accomplished library media specialists understand the academic, personal, and social characteristics of students and relate them to learning.
- Standard II: Teaching and Learning Accomplished library media specialists understand and apply principles and practices of effective teaching in support of student learning.
- Standard III: Knowledge of Library and Information Studies Accomplished library media specialists understand and apply the principles of library and information studies to support student learning and to create an effective, integrated library media program.
- Standard IV: Leadership Accomplished library media specialists are visionary leaders in their schools and in the profession.
- Standard V: Administration Accomplished library media specialists use a range of strategies and techniques to manage and administer effective library media programs.
- Standard VI: Integration of Technologies Accomplished library media specialists use technologies effectively and creatively to support student learning and library media program administration.
- Standard VII: Access, Equity, and Diversity Accomplished library media specialists provide access, ensure equity, and embrace diversity.
- Standard VIII: Ethics Accomplished library media specialists uphold and promote professional ethics and ethical information behavior.
- Standard IX: Outreach and Advocacy Accomplished library media specialists promote the library media program through outreach and the development of advocates.
- Standard X: Reflective Practice Accomplished library media specialists engage in reflective practice to improve student learning.

“Library Media Standards.” National Board of Professional Teaching Standards. 2012. Web. 14 Mar. 2014. <

<http://www.nbpts.org/sites/default/files/documents/certificates/nbpts-certificate-cya-lm-standards.pdf>>

Appendix C

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- a. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- b. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- c. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- d. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- e. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- f. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- g. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- h. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

"Code of Ethics of the American Library Association", American

Library Association, July 7, 2006.
http://www.ala.org/advocacy/proethics/codeofethics/codeethics (Accessed
March 18, 2014)
Document ID: 615b49c6-2ba0-1f64-f914-6bfb9b240357

Appendix D

Request for Review of Library Media Center Materials

Request Initiated by _____

Telephone _____ Address _____

Complainant represents: _____ self, or if a group,

Name of Group: _____

The material I object to is a: ___book___ film ___ recording ___ magazine ___
pamphlet ___ other: _____

Book or other materials (title)

Author (if known)

1. Are you familiar with the district policy, procedure and philosophy regarding selection of library media center materials? _____ Yes _____ No
2. To what in the material do you object? (Please be specific; cite pages or items.)
3. What do you feel might be the result of using this material?
4. Did you read or view all this material? _____ If no, how were the parts selected for reading or viewing?
5. What do you believe is the theme of this material?
6. What would you recommend the school do with this material?
7. In its place, what material of equal educational quality would you recommend that would convey as valuable a picture and perspective?
8. Additional comments:

Administrator

Signature of Complainant

Date received

VIII. Transportation

8.1 General Transportation

The DeKalb County Board of Education recognizes that a safe and efficient school bus service for students is important to the success of the school program. A Board of Education's goal is to provide this service at a cost tax payers can afford. Students who live one mile or more from the closest school and all students with disabilities will be provided with bus service. Students will be the only persons to ride the school bus to and from school and to school related events (field trips/athletic events), with the exception of board employees, and authorized persons, where space is available.

- School buses shall travel roads maintained by Federal, State, County, or City Government **and private roads where public access is intended. (Private roads intended for public access will be determined by a County road sign with an exclusive, identifying number or name.)**
- No bus will be allowed to travel a private road intended for public access which does not meet the minimum standards set by the Dekalb County Board of Education.
- A private road will be subject to inspection to determine if minimum standards exist for safe and mechanically sound bus operation. The scoring procedure will contain standards approved by the Dekalb County Board of Education and scored by the Transportation Supervisor in conjunction with the local bus supervising principal, a representative of the DeKalb County road department, or a designee of the Superintendent.
- Once a private road receives a failing score the property owner will be notified in writing and given 60 days to improve road conditions. If the private road fails a second inspection, either at the end of the 60 day period or any other time during the current school year(the year in which the failing score was received), buses will not travel the failing road for the remainder of the current school year and must pass inspection to be reinstated. Reinstatement inspection must be requested by the property owner in writing.
- Any new private road intended for public access added to a bus route must have a trial trip performed in a school bus.
- A school bus shall not travel over roads or bridges that are hazardous to the lives of students or driver.
- No teacher, janitor, or other employee will be employed as a permanent school bus driver.
- The fee for using buses for extracurricular events is to follow the state rate per mile. Mileage is to begin at the home school and end at the driver's home or station.
- Field Trips/Athletic Events: Permits for regularly scheduled athletic games do not require the signature of superintendent but must be completed by Principal and given to driver, with extra copies retained for files and submitted to the Central Office for

payment purposes.

- Junior High athletic trips require regular permit from Principal. Forms are furnished to all schools. Proper records must be maintained.
- Students must have parents' written permission to make any trip. Principals will provide forms.
- Administrators shall assign buses for extracurricular trips. It is the trip driver's responsibility to pick up and return to the regular driver's home a cleaned and refueled bus for the next school day. Repair needs should be reported promptly to Bus Garage.
- Route Changes: The Transportation Supervisor shall be authorized to make necessary bus route changes and decisions regarding requests for changes in line with Board policies. The Transportation Supervisor shall authorize all initial bus stops and approve any stop changes. Drivers are not authorized to swap buses without permission from the Transportation Supervisor except in an extreme emergency. This does not include spare buses.
- Inclement Weather: In the event of a school closing for any reason, the DeKalb County School System's Central Office will notify the media by 5:30 a.m. to broadcast or televise details of the situation. All parents, students and employees of the DeKalb County School System shall listen to reports from area radio and TV stations. If a driver knows it would be hazardous to run their route, he or she should immediately notify the Principal and Transportation Supervisor of the fact.
- Emergency Evacuation: A school bus may be evacuated when a driver or designee deems it necessary for the safety of all passengers. All passengers must be moved a safe distance from bus and remain there until it has been determined that no danger exists.
- Use of Buses by Individuals or Groups. Liability insurance prohibits the use of school buses by anyone other than the Board of Education.
- Students who drive cars or ride bicycles or motor scooters to school must park in a designated area and leave vehicles there until school is out. Decals will be required for all motorized vehicles. A fee may be charged.
- Students MUST possess license to drive as required by law.
- A Duplicate set of bus keys will be kept secure by Principal. Driver is not responsible for cost. The Bus Garage will provide keys.
- Bus Rodeo: Transportation Supervisor will make arrangements, contacts, etc. to provide a driving range for drivers to practice for State competition, preferably at the Bus Garage.
- Any/all drivers who have an accident involving property damage must submit to a drug test. The Transportation Supervisor is to be notified immediately if the drug test is needed after normal working hours/nights/weekends.

8.2 Roles and Responsibilities

8.2.1 School District Responsibility

- Establish the policies and procedures by which the program functions.
- Establish pupil regulations governing the behavior and safety of pupils at the bus stop and while boarding, riding and disembarking from the school bus. The rules students are expected to follow should be limited in number and posted in the bus and made available to all riders.

- Institute and administer an instructional program that teaches pupils proper conduct and safety procedures.
- Conduct a training program for school bus drivers to ensure that all policies, procedures, regulations and their enforcement are understood. Ensure that parents receive written copies of the bus rules and regulations. Clearly establish their roles and obligations with respect to pupil promptness, attitude and behavior.
- Initiate procedures to ensure open lines of communication and cooperation between all people involved in pupil transportation including state agencies.
- Train drivers in specific skills that will enable them to maintain order safety and respect for the rights of others. These skills should include at least the following:
 - Specific verbal intervention techniques used to maintain order and safety.
 - Communication skills that promote rapport, mutual respect and encourage pupil compliance.
- Ensure that administrators support and enforce disciplinary procedures, policies and reasonable actions by the driver.

8.2.2 Principal and Teacher Responsibility

- The Principal shall see that buildings are comfortable and open upon proper bus arrival time.
- To see that each bus making extra trips has at least one teacher or adult employee as a chaperone to each bus. On extra trips, it is encouraged that buses carrying more than twenty students have at least two chaperones, with one being seated in the back of the bus.
- Written permission from the local school administrator or designee shall be required in order for a driver to allow a student to get on or off the bus at any bus stop other than the regularly assigned stop.
- Written permission from the local school administrator or designee shall be required before a student is allowed to ride any bus other than their regularly assigned bus.
- Ensure that parents receive written copies of the bus rules and regulations that clearly establish their roles and obligation with respect to pupil promptness, attitude and behavior.
- The Principal shall see that proper records are kept and accurate reports made when due.
- The Principal shall report any problems related to bus stops or bus routing to the Transportation Supervisor.
- The Principal shall be responsible for seeing that no bus is taken from the school grounds by anyone without a permit for special purposes. Buses are to remain on the school grounds during the day unless such authorization to remove is granted to the driver.
- To see that only students ride the bus.

8.2.3 Student and Parent Responsibility

The students are under the authority of the Principal. The driver of the bus is responsible for student behavior. Transportation to and from school and related events is a privilege. It shall be the responsibility of the students to conduct themselves like ladies and gentlemen at all times while riding school buses. Rules of conduct established by the DeKalb County School Board are:

- a. Student shall follow directions of the driver the first time given.
- b. Student shall arrive at the bus stop before the bus arrives.
- c. Student shall wait in a safe place, clear of traffic and away from where the bus stops.
- d. Student shall wait in an orderly line and avoid horseplay.
- e. Student shall cross the road or street in front of the bus only after the bus has come to a complete stop, the stop arm is extended, and upon the direction of the driver.
- f. Student shall go directly to an available or assigned seat when entering the bus.
- g. Student shall remain seated keeping aisles and exits clear.
- h. Student shall exhibit classroom behavior at all times.
- i. Student shall refrain from throwing or passing objects on, from, or into the bus.
- j. Student shall not use profane language or obscene gestures.
- k. Student shall not use or possess tobacco, alcohol, drugs or other controlled substance while on the bus. (Vapor, E-cigarettes, or other related products are also prohibited),
- l. Student shall refrain from eating or drinking on the bus.
- m. Student shall not carry hazardous materials (glass containers included), nuisance items (water guns, whistles etc.), or animals onto the bus.
- n. Student shall respect the rights and safety of others.
- o. Student shall not leave or board the bus at locations other than the assigned stops at home or school.
- p. Student shall refrain from extending head, arms, legs or objects out of the bus windows.
- q. Student shall refrain from damaging or vandalizing the bus.
- r. Student shall cooperate with the driver.
- s. Student shall refrain from any other action not along the lines of good conduct.
- t. When necessary, any problem occurring the last day of the school term will be handled the first day of the following term.
- u. Unnecessary conversation with driver of the bus shall be avoided.
- v. Students transported to the Technology School will observe all rules and regulations pertaining to school transportation. Suspension from one school bus applies to the other.
- w. Students are prohibited from:

- Sitting in or on parked buses during the day.
 - Cleaning the bus unless they are responsible for littering or causing the bus to be unclean.
 - Putting fuel into the bus and or any other servicing of bus.
- x. The driver shall immediately report any and all violations of the above to Principal for action.
 - y. It is the responsibility of the parents or guardians to study, inquire, and understand the policies and rules of the Board of Education.
 - z. It is the responsibility of the parents or guardians to ensure that their children know and obey all rules/regulations and to respect the driver and the rights and safety of the others.
 - aa. Parents or guardians of all students making approved trip shall sign a form giving their permission for the child to ride on the school bus. This releases the Superintendent, members of the County Board of Education and their employees from any liabilities for any injury sustained by the child while participating in the activity, or riding a school bus to and from the said activity (signed forms must be on File in the Principal's office), where proven negligence is not a factor.
 - bb. Any damage done to a school bus on special trips, beyond normal wear and tear, shall be paid for by the particular school (damages caused by a wreck or driver not included). The specific amounts to be determined would depend on whether students from several schools were involved, in the event of an organizational/club trip, etc.
 - cc. Students shall be ready to board bus at the scheduled time. No bus driver shall repeatedly wait for a student at a stop. A warning shall be given to the student the first time this happens. The second time the driver will advise the student that the bus shall not wait again. A report shall be made to Principal. When a student moves during the school year and the bus no longer needs to travel that road, the driver of that school bus has the responsibility to report that fact to the Transportation Supervisor.
 - dd. The bus driver is authorized to assign seats if necessary. After investigation, the Principal can make permanent seating assignments if necessary.
 - ee. Where a bus must turn around, the turning area shall be adequate and free of all obstacles, or the bus will not enter that area.
 - ff. Students shall be transported from an assigned bus stop nearest their home location to their respective school and transported back to the same bus stop.
 - gg. Student shall refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.
 - hh. Parents or guardians of students are held responsible for damage to the bus. Money for damages to the bus will be collected by the Principal and turned into the Central office.

- ii. If an offense is serious enough to justify immediate action, the driver of the bus has the authority to refuse admittance. The Principal will decide if and when the student will again be admitted.
- jj. Students who drive and parents who come for students shall not enter bus loading zone at school.
- kk. Students must have a regular place to meet the bus.
- ll. Parents are advised to check on established bus routes prior to moving into a new territory. Additional buses will not be routed over an existing route. The Transportation Department will not change bus routes to accommodate baby sitters or transport to alternate locations if not on the regular route.

8.2.4 School Bus Driver Responsibility

- a. Study and observe all laws or regulations and rules relating to the service of transportation. All regular drivers, substitutes, and/or drivers of extra trips must follow DeKalb County transportation policies and procedures.
- b. Pass a physical examination and meet such requirements, as may be prescribed by law or regulation, which include, drugs/alcohol testing. Medical clearance is needed for driver, including heart, blood pressure, diabetes, arthritis, hearing, vision and overall physical condition.
- c. To maintain a valid Commercial Driver's License (CDL) and an Alabama Bus Driver's Certificate.
- d. To be clean and neat in appearance, to refrain from the use of tobacco while on duty, to use no profane language in the presence of students or parents, and at no time to be under the influence of alcohol or drugs.
- e. To participate in training classes for school bus drivers and to be prepared at any time to successfully pass a reasonable examination concerning the traffic laws, state and local transportation regulations, driving skills, and other staff development activities required by the Board.
- f. To master the principles of first aid and to be prepared to give emergency treatment to anyone injured in or because of a school bus accident.
- g. To ensure that transported students know and observe all rules and regulations as set forth by board policy.
- h. To maintain order and discipline of every student on the bus.
- i. To permit a student to leave the bus only at his or her regular stop, except upon written request from parent that has been approved and signed by the Principal or designee.
- j. To not use the bus to run errands, do personal business, or to stop at a store, etc., in route to/from official school business.
- k. Notify immediately the Principal/Transportation Supervisor in the event of a school bus accident. As soon as possible, the driver will prepare the school bus accident form.
- l. Bus route must be operated on a precise time schedule. Drivers must be on time. Begin the route exactly at the same time every day. Stop at every stop

and go through the complete operating cycle. When students are not plainly visible at their stop, ensure that the bus stops, open the door fully and look for the student. Do not roll through stops and keep going. Unloading time in the morning will be determined by the Principal or supervisor at the school. Do not arrive at school before the unloading time. Students should not be on the bus any longer than necessary.

- m. To cooperate with duly authorized school officials, mechanics, and other personnel in the mechanical maintenance and repair of the bus in overcoming hazards that threaten the safety and efficiency of service.
- n. Do required pre-trip inspection and report any defect found. This is required for the regular route and for any extra trip made with the bus.
- o. To keep the bus clean and neat at all times. Bus should be checked after each trip for cut/damaged seats. This should be reported immediately to the Principal/Transportation Supervisor and the responsibility should be determined as soon as possible. After extra trips, the driver should check the bus for any damage/equipment problems and return the bus clean, fueled, and ready for the regular route.
- p. Prepare all reports, keep all records required and assist the Transportation Supervisor in mapping bus routes and in all phases of the transportation services.
- q. To report immediately to the school Principal or supervisor at the school:
 - Misconduct by students on the bus.
 - Complaints
 - Accidents
 - License numbers and description of vehicles passing bus illegally.
 - Hazards threatening student safety
 - Cause for failure to be on time to maintain route schedule.
- r. If no action is taken and student misbehavior continues, driver shall report to Transportation Supervisor to see if the matter can be resolved. If no resolution, then the driver shall report to the Superintendent.
- s. Some reasons for which a driver may be terminated:
 - Failure to maintain a valid Commercial Driver's License and State School Bus Certificate
 - Failing to stop at a railroad grade crossing.
 - Arrested or convicted of driving under the influence (DUI) of alcohol or drugs.
 - Willful failure to report an accident involving property damage or injury.
 - Driving a DeKalb County school bus recklessly.
 - Continuing inability to control and maintain discipline.
 - Not maintaining a reasonably consistent schedule.
 - Using profane language in the presence of students
 - Deliberate abuse of Board of Education property.

- Being involved in a chargeable accident.
 - Any action in direct conflict with Board Policy.
- t. Driver should not eat or drink on bus.
 - u. Although necessary to sometimes raise one's voice, refrain from yelling, etc., and find other, better ways to control misbehavior of students.
 - v. Tobacco use is prohibited. All employees must follow the Tobacco and Related Products Policy (4.5.5).

8.3 Transportation Employees Use of Cell Phones

Cell phones provided by the DeKalb County Board of Education for pupil transportation employees are to be used only if the following conditions are met:

- a. A cell phone may be used only during times students are in transit for approved Board activities, or upon determining that a state inspected vehicle, such as a bus, is inoperable. Bus Drivers shall not use personal cell phones while driving a bus.
- b. Driver shall pull over to side of road to use phone when absolutely necessary. County owned cell phones on buses are to be used for emergencies only.
- c. A cell phone may be used only in the event of a true emergency or where a serious situation exists. (Such an event is defined by example: an accident involving an employee and/or students; weather factors; failure to locate a student assigned to a bus; unavoidable delay of a vehicle while in transit; disruption on a bus caused by a student or other individual; serious illness of student or driver; observed traffic violations; or other cause that can be determined by a prudent individual as serious and requiring notification to the first available individual.)

The employee is to attempt to first contact their immediate supervisor(s), or appropriate official, but in the event this is not possible, the prudent discretion of a responsible adult is to be the guiding factor in determining who shall be notified.

Violation of this policy shall be subject to review by the immediate supervisor and a written report submitted to the Superintendent. If it is determined that this policy has been violated, the Superintendent may recommend to the Board appropriate disciplinary action, including termination for insubordination.

- a. Bus drivers must act courteously at all times, realizing that people are continually watching and evaluating our schools by the acts shown by employees. The bus is transporting their children and they expect the driver to be the best on the road.
- b. Buses shall not be driven to a driver's second job (outside of system or private).
- c. Bus Drivers may not work over 40 hours per week.
- d. No employees may be a bus substitute during working hours of their regular job and receive pay for both jobs. The superintendent must give permission if such an emergency occurs. Actual time sheets must be kept for both jobs with arrival and departure times shown for both jobs.

8.4 Administrative Actions Pertaining to Transportation

When students do not follow the rules of the DeKalb County Board of Education's

Student Code of Conduct while being transported by a school bus, the following action shall be used but is not limited to:

- a. First Offense -Student/Administrator conference with bus conduct report sent to parents.
- b. Second Offense -Student/Parent/Administrator conference.
- c. Third Offense -Suspension from school bus.
- d. Other -In keeping with Student Code of Conduct. Suspensions from the bus vary in time lengths:
 - i. First suspension -3 days
 - ii. Second suspension -5 days
 - iii. Third suspension -10 days
 - Students suspended from the bus three times will receive a long term suspension if a discipline referral is turned in after that. Follow due process. Also, follow procedures for students with disabilities as furnished by Special Education Department.

Some serious violations of bus rules will result in automatic suspension of bus privileges by Principal. These violations are:

- a. Fighting
- b. Weapons on the bus
- c. Damage to the bus. (Parents are responsible for cost of the damage to the bus.)
- d. Use or possession of alcohol, drugs, tobacco or any other controlled substance.
- e. Any offense which Principal may deem reasonable to fall within the category of acts of misconduct. Continued violation of bus regulations could result in Principal's recommendation of expulsion.

8.5 Bus Driver / Substitute Driver Job Qualifications and Duties

Qualifications:

- a. The qualifications for a school bus driver shall be in compliance with regulations established by the Federal Government, State Department of Education and the DeKalb County Board of Education.
- b. Each applicant shall fill out in detail and in his or her own handwriting a driver's application form as prescribed by the DeKalb County Board of Education.
- c. Each applicant shall possess a valid Commercial Driver's License (CDL).
- d. Each applicant shall possess a valid Alabama School Bus Driver's Certificate.
- e. Pass a medical examination upon initial employment thereafter meet such requirements as prescribed by law, which includes drug and alcohol testing. Medical clearance is needed for driver including condition of heart, blood pressure, diabetes, arthritis, hearing, vision and overall physical condition. (TB Skin test is no longer required.)

- f. Pass a drug test.
- g. Good moral character.
- h. Dependable and reliable.
- i. Exercise good judgment.
- j. Agree to attend instructional meetings, workshops and participate in staff development, as required by the Board of Education.
- k. Dress Code - follow same policy as teachers.
 - Set a good example for students.
 - Be a good role model.
 - Always be clean, neat, and dressed appropriately for the position of bus driver.
 - Do not violate any dress requirement set for high school students.

Duties:

- Obey all traffic laws.
- Observe all mandatory safety regulations for school buses.
- Maintain discipline when students are on the bus.
- Report undisciplined students to the proper authority.
- Keep assigned bus clean.
- Adhere to assigned schedule.
- Check bus before each operation for mechanical defects.
- Notify the proper authority in case of mechanical failure or tardiness.
- Discharge students only at authorized stops.
- Exercise reasonable leadership when on extra school trips.
- Report all accidents and complete required reports.
- Enforce regulations and policies against use of tobacco, drugs and alcohol.
- Report to his or her Principal any violent disruptive incidents (physical violence with or without a weapon, vandalism and property damage) on the day the incident occurs.
- Subcontracting position is prohibited. All absences and substitutes must be reported.
- The cost of repairing buses may be deducted from driver's salary if damage was caused by negligence of driver.
- Perform reasonable job and related duties and tasks as requested by the Superintendent of Education and the appropriate supervisory personnel.
- Act courteously at all times.

Other:

- Substitute bus drivers (who are not regular drivers) who must drive an excessive distance to get to their bus for the day will be paid the current state mileage rate for every mile over 12 miles en-route to and from the bus. Substitutes must complete a mileage claim form to receive this payment.

8.6 Weather Conditions

- a. Be alert for sudden changes in the weather.
- b. A Tornado Watch means that the weather conditions are favorable for the development of tornadoes. But no tornadoes have been reported by the general public or indicated by the National Weather Service radar. Bus drivers need to review their responsibilities regarding severe weather procedures and the safety of the school children.
- c. A Tornado Warning means that a tornado has been reported on the weather radar or reported as being seen by an individual. If you spot a tornado funnel or if you hear a tornado warning, take immediate emergency action. School buses may NOT run during a tornado warning. Some suggested emergency procedures are:
 - If you are at school, escort the children back to shelter in the school immediately.
 - If you are driving when you hear a tornado warning or spot a funnel cloud, stop the bus. Escort the children to the nearest ravine, ditch, underpass or a low spot in the terrain (but far enough away from the bus so that high wind will not roll it over onto the students). Have the student assume the protective position (drop onto their elbows and knees, and cover the backs of their heads with their hands, coats or jackets.)
 - If you are driving when you hear a tornado warning or spot a funnel cloud and there is no time to move the children when you stop the bus, have the students assume the protective position with their heads below the school bus window level.
- d. In case of extremely foggy conditions, you should be able to see at least the distance of your headlight beams. If this is not possible, bring the bus to a safe location and call the Transportation Supervisor for guidance.
- e. Should the bus become entangled in a power line, driver and all students are to remain in the bus. Anyone getting out will become grounded and suffer electrical shock. Stay in the bus and summon help.
- f. Do Not Drive Across Floodwater On Roads.

8.7 Transportation to Field Trips and Athletic Events

The DeKalb County Board of Education has authorized the use of school buses for field trips and athletic events under the conditions outlined below:

- For approved trips inside the state, buses may be used after a trip permit has been approved and signed by the superintendent. Requests must be made several days in advance of trip, including short trips. Requests should come from the Principal and proper records kept of mileage for payment purposes.
- Permits for regularly scheduled athletic games do not require the signature of the superintendent but must be completed by the Principal and given to the bus driver, with extra copies retained for files and submitted to the Central Office for payment purposes. Junior high athletic trips require a regular permit from the Principal.

Forms are furnished to all schools. Proper records must be maintained. A request for approval of an out of state trip requires ten days' notice.

- Students must have parents' written permission to make any trip. Principals will provide forms.
- Use of bus for trip shall not prevent regular transportation of children to and from school on established routes.
- One or more teachers, Principals or designee shall ride the bus on its entire trip and shall ensure that school bus conduct rules are abided by.
- All students who ride on special trips shall be enrolled in the school as a participating member of the group named in the request and must comply with approved rules of conduct and responsibilities of students. School officials, employees and an adequate number of official chaperons (at least one must be an adult employee of the board), designated by the Principal, may accompany students on the bus.
- Parents or guardians of all students making approved trip shall sign a form giving their permission for the child to ride on the school bus. This releases the Superintendent, members of the County Board of Education, and their employees from any liabilities for any injury sustained by the child while participating in the activity, or riding a school bus to and from the said activity (signed forms must be on file in the Principal's office), where proven negligence is not a factor.
- Any damage done to a school bus on special trips, beyond normal wear and tear, shall be paid for by the particular school (damages caused by a wreck or driver not included). The specific amounts to be determined would depend on whether the students from several schools were involved, in the event of an organizational/club trip, etc.
- Payment of state rate per mile (beginning and ending at the home school of the bus used) will be paid to the DeKalb County Board of Education. The Board will prepare monthly bills for all trips and send to the schools. All payments made to the Board of Education shall be in the form of a check drawn from the local school account and made payable to the DeKalb County Board of Education. Cash will not be accepted.
- Use of Private Vehicles - A van with a capacity of more than 10 requires regular state inspections and a CDL licensed driver. When transporting students to school related events, it is not recommended that anyone use private vehicles that carry more than 7 passengers. Seat belts must be provided.
- Monthly Report of Extra Trips. Monthly report for bus drivers must be made to the school Principal's office and turned in with the monthly payroll. Drivers may then check with the school secretary, if necessary, to determine which trips are included in paycheck.
- Drivers will be paid for extra trips in accordance to federal minimum wage per hour. Hourly rates will apply from the time of departure from the home school, until the bus returns to the home school.
- Overnight or extended trips will be subject to Principal/supervisor/driver agreement to prearranged terms.
- Regular drivers at the school will be given an opportunity to drive extra trips as

long as it does not interfere with the regular route. Volunteer drivers, club sponsors, or coaches (with appropriate CDL and approved by the Transportation Supervisor) may drive buses to school sponsored activities.

8.7.1 Use Of School Buses - The liability involved, along with requirements of the Board's insurance policy, prohibits the use of school buses for purposes other than regular transportation of students to and from school and school events. No one other than driver and students are approved to be transported unless specifically authorized by the Transportation Supervisor or Superintendent.

8.8 Emergency Preparedness

8.8.1 Emergency Equipment

The DeKalb County Public School System requires each school bus to be equipped with the following emergency equipment:

- a. Fire Extinguisher.
- b. First Aid Kit, including latex gloves.
- c. Bodily Fluid Cleanup Kit.
- d. Emergency Reflectors/Flares.

8.8.2 Emergency Evacuation

a. Reasons for Emergency Evacuation of School Bus.

- Fire or danger of fire - If you suspect fire anywhere on your school bus, the bus should be stopped and evacuated immediately. All passengers should move away from the bus as indicated in the instructions and remain there until the driver has determined that no danger exists. If the school bus is unable to move and is close to existing fire or highly combustible materials, the “danger of fire” should be assumed and all passengers evacuated.
- Unsafe location - If the school bus is stopped in an unsafe location or is unable to proceed, the driver should determine if the students would be safer outside the bus or remaining inside.
- The bus **MUST BE EVACUATED** in the following circumstances.
 - Should the bus become disabled in the path of any train or near any railroad tracks, evacuate the bus immediately and notify the police and Transportation Department.
 - If your bus should come to rest near a body of water or over a bluff where it might shift, it must be evacuated.
 - A disabled bus should be visible for approximately 300 feet in normal traffic conditions. This may not be true for a position over a hill or around a curve where the visibility does not meet recommended distances. That should be considered a requirement for immediate evacuation.

b. Preliminary Planning

- Driver is the one to decide what to do or not to do, when to do and how to do. The decisions must be made calmly and quickly.

- There will be excitement; however the driver is in command and cannot show nervousness or lack of self-confidence. Remain calm.
- Among the first decision to be made is whether to evacuate the students.
- Will they be safer inside or outside the Bus?

8.8.3 Evacuation Drills

a. Instructions and Pupil Training

- Purpose: Prepare everyone to meet highly irregular and dangerous circumstances in as calm and rational a manner as possible.
- In all drills: **NO ONE DOES ANYTHING WITHOUT THE DRIVER'S COMMAND.**
- Students must know that in real life situations, they would have to use some initiative if driver and student leaders were unable to give directions.
- If students must leave the bus, they must be calm and quiet.
- Explain that rushing will not save time; it will only cause more problems.
- Noise may keep them from hearing instructions.
- Passengers help one another, but no one is to pull or grab another.
- A helper may extend a hand for the other person to take at exits.
- Children are to stay together at a location at least 100 feet outside the bus, out of any danger.
- Explain to the students that emergency procedures are important to them and, in the event of real trouble, they will know what is expected and what to do.

b. Steps to take in Emergency Evacuation Drills

- Objective: Get students off the bus in a **SAFE** and **ORDERLY** manner and in the shortest time necessary to assure safety and order
- Select regular student leaders and instruct them as follows:
 - Turn off the ignition switch.
 - Set the emergency brake.
 - Get help and know how to do so.
 - Open emergency doors and windows.
 - Set flares and reflectors.
 - Open and close doors and account for all pupils passing their stations.
 - Help small children off the bus.
 - Follow all instructions promptly and correctly.

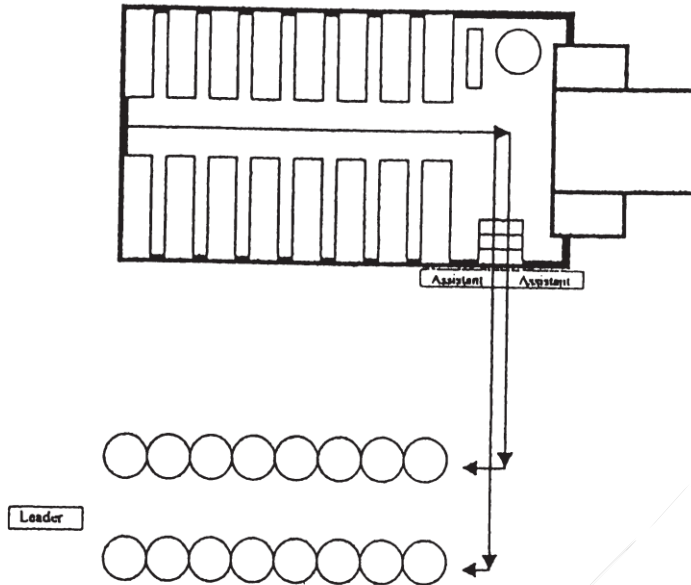
Important: all drivers should have written permission from a parent for the child to be assigned as a student leader.

Driver stays on the bus throughout the drill.

Note: Special training, preparation, and drills shall be arranged, as necessary, to assist students with disabilities.

8.8.4 Types of Evacuations

1. Front door evacuation



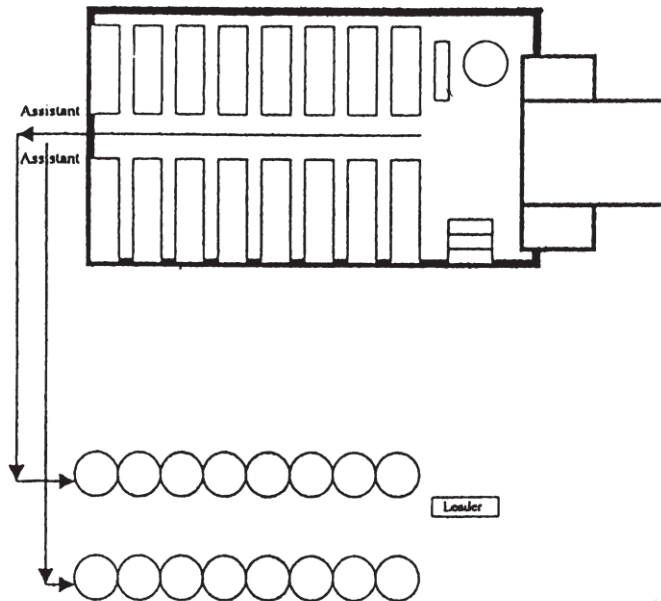
Personnel needed - Three (one leader and two assistants).

Student participation - All students.

Appoint two assistants, one for each side of the door. These assistants will count students and assist them in getting off the bus.

Appoint one student to lead the other students to a point 100 feet or 40 paces from the bus.

2. Rear floor-level evacuation



Personnel needed - Three (one leader and two assistants).

Student participation - All students.

- Appoint two assistants, one for each side (outside) of the emergency door. These assistants will stand on each side of the exit door with one hand held at shoulder height, palms up.
- Students leaving the bus place their hands on those of the assistants for support in jumping to the ground. Assistants DO NOT grasp the jumper's hand.
- Appoint one student to lead the other students to a point 100 feet or 40 paces from the bus.
- These three students are to be seated in the left rear seat.

8.9 ***Precautionary Measures***

8.9.1 Safety Sticker Procedure

This procedure is in place to ensure all students have exited the bus.

After unloading bus in the morning, driver shall check bus to make sure no child has been left on the bus. Upon determining that all children have exited, a sticker shall be placed in the rear door window of bus. This sticker shall be removed upon departure in the afternoon and the procedure repeated at the end of the day to make sure no child is

left on the bus. This procedure is in place for bus models 2007 and older.

8.9.2 Pre-Trip Inspection

a. Front of Vehicle

- Leaks, Lens Covers, Mirrors, Cleanliness
- Engine Compartment
- Brake Fluid Levels, Coolant Level, Oil Level, Power Steering Level, Transmission Fluid Level, Windshield Washer Level, Belts - 1/2. inch Hoses / Wires
- Steering Box Linkage
- Front Suspension
- Springs, Spring Mount, Shock Absorber
- Front Brakes
- Hoses / Lines, Chamber Slack Adjuster - 1 inch Drum
- Front Wheels
- Tires (4/32" New Only) Rims, Hub, Oil Seal, Lug Nuts, Valve Stem, Caps

b. Driver Entrance

- Door Secure, Stepwell Handrail
- Emergency Equipment
- Fire Extinguisher, Spare Fuses, Triangular Reflectors, First Aid Kit, Cleaning Kit
- Lights
- Head Bright / Dim Hazard, Yellow Warning, Red Flashing Stop Sign, Stop Sign Lights, Stepwell, Turn Signals, Indicators, Clearance Lights, Strobe Light, Brake Lights, Dome Lights, Backup Lights, Backup Alarm
- Emergency Exits / Seat
- Seats, Emergency Door & Buzzers, Emergency Windows & Buzzers, Emergency Hatches & Buzzers

c. Driver Side Battery Windows

- Rear Brakes Hoses / Lines Chamber
- Slack Adjuster - 1 inch Drums
- Rear Wheels
- Tires (2/32 - may be recaps) Rims, Axle, Seals, Lug Nuts, Spacers, Valve Stem, Caps
- Rear Suspension
- Springs, Mount, Shock Absorber
- Rear Of Bus
- Exhaust System, Emergency Door & Holder, Door Gasket, Cleanliness (Inside) Lens Covers
- Fuel Area

- Fuel Tank, Cap, Fuel Tank Leaks, Fuel Tank Gage
- d. Engine Starts
- Voltage, Fuel, Oil Pressure, Gear shift, Horn, Steering Play - 2 inches, Windshield Mirrors (Adjust), Windshield Washer, Windshield Wipers
 - Heater, Defroster
- e. Air Brake Check
- Build air pressure to approximately 125 psi.
 - Turn motor off-turn ignition on-release parking brakes.
 - With foot off brake, air pressure should not fall more than 2 psi in 1 min.
 - Apply foot to brake after the initial drop-the air should not fall more than 3 psi in 1 min.
 - Pump / Bleed Brake and by 60 psi the low air warning buzzer and light should come on.
 - Keep pumping and bleeding the brake and between 20-40 psi-the emergency brake should pop out.
 - Start engine-put in drive and check parking brake- bus should not move.
 - Before leaving Bus, the following two procedures shall be done,
 - Pump / Bleed the air down until emergency brake pops on.
 - Go to the back of the bus to make sure that no one remains on the bus.

8.9.3 Precautionary Procedures for Drivers

8.9.3.1 Accidents:

- a. Major Causes Of Accidents
- Backing.
 - Following too closely.
 - Failure to yield right of way.
 - Turns.

If your bus is involved in an accident, the following procedures shall be followed:

- Secure your bus - Plan your course of action.
- Check for injured students on your bus and, if practical, check passengers in the vehicle.
- Always have local law enforcement agency dispatched to the scene of the accident. If there are injuries, report it when calling police. To protect the System as well as you as an individual, the police shall be notified. Under no circumstances are you to leave the scene of an accident without it being properly investigated by the local law enforcement agency.
- Do not move your vehicle until the police arrive.

- Notify the Transportation Supervisor/Department or have someone phone for you with all necessary information - bus number, school, accident location, injuries, condition of bus, need for wrecker, etc.
- Notify your school(s) or have someone phone for you.
- Police should give you a form with information on others involved. If not, ask for this information to be provided in order for you to report to Transportation Supervisor.
- At no time should you admit fault for the accident. Do not discuss an accident with anyone except police officer, Transportation Supervisor or school administrator. The system insurance carrier could possibly contact you for a statement concerning your accident. Before giving any information to anyone, you should verify with the Transportation Supervisor or other designated personnel. This is for your protection as well as that of the system.
- You are required to come to the Transportation office as soon as possible (no later than the next working day) to file a written accident report on the form provided (TR-III). All information shall be included on the form, along with your signature. All other necessary paperwork shall be handled through the Transportation Office.

b. Highway Driving Speeds

Drivers should obey posted speed limits and observe road condition at all times.

c. Backing The Bus

Back-ups should be avoided if at all possible, however many routes require this maneuver.

If you must back up, remember these steps:

- Carefully observe the back up area as you approach.
- Help -Ask a responsible student to assist you from inside the rear of the bus by watching for any objects behind the bus.
- Hazard lights-Activate before you start to back.
- Horn-Gently tap your horn before you start back.
- Back up slowly
- Use your outside flat mirrors to back.
- If you are unsure of your position, pull up and begin backup maneuver again.
- Buses are not to be backed up on school grounds unless absolutely necessary.
- Always back with students on board bus. At a stop requiring you to back your bus, load your students first and then back your bus. During the unloading procedure, make your back up maneuver FIRST and then unload your students. Never back your bus with students on the ground.

d. Breakdowns:

- Mechanical problems on the bus route or while on educational excursions during regular hours (6:00 a.m. - 5:00 p.m.) shall require the driver to notify the Transportation Department at 845-3711 for assistance. Assistance after hours (and on weekends and holidays) shall be provided by calling the Transportation Supervisor.
- Your school(s) shall be notified if you expect to be late for loading or unloading students. If you need the Transportation Department to contact the school(s) involved, the driver must make this request known.
- The bus shall always remain at the breakdown location as reported to the Transportation Department. If a mechanic has not corrected the problem, the bus will probably break down somewhere else along your route. It is impossible to make timely repairs if the mechanic is searching for the bus.
- You are responsible for the safety of your passengers. The following procedures may prove helpful during this time:
 - The bus shall be secured in a safe location. Reflectors shall be used if necessary.
 - Students shall be evacuated ONLY if bus is in an unsafe place, there is fire or threat of fire and they would be safer away from the bus.
 - The driver shall not leave the bus unattended.

e. Bridges:

All bridges on bus routes shall be of sufficient tonnage to assure safety for the bus to cross. If uncertain about specific bridge on bus route, driver is to contact the Transportation Supervisor who will work with the DeKalb County Commission in determining the condition of the bridge. (NOTE: Check on your bus for the GVWR, located in the driver's area on a metal plate. This is the weight of your bus).

8.10 Loading and Unloading Procedures

Statistics indicate more children are injured or killed during loading or unloading. The following steps should be followed in order to safeguard your precious cargo while they are outside the bus.

- a. Use rapid eye movements to constantly monitor the traffic around you during the entire loading or unloading process. You **MUST** be aware of the actions of the traffic in the vicinity of your bus stop.
- b. Activate your overhead amber warning lights approximately 300 feet from your bus stop. This warns traffic around you that the bus will make a stop very soon.
- c. Bring your bus to a complete stop. Open the passenger door slightly in order to

- activate the red lights and stop arms. Traffic should now be stopped.
- d. The bus should be stopped approximately 6 - 8 feet from the actual stop. You should NEVER anticipate a child's movements. By stopping away from the children, it is less likely that a child may fall or be pushed under the front wheels.
 - e. When all traffic has stopped, open the door to allow the students to enter bus.
 - f. If your students live on the opposite side of the street, require them to wait there until they can cross with the protection of the red lights and stop arms. A special "hand signal" or "head movement" can be used as a signal to your students when the "coast is clear" and ALL TRAFFIC has stopped. Only at this time should they attempt to cross the street.
 - g. Once your students have entered the bus in an orderly manner, make sure all passengers are seated before the bus is placed into motion.
 - h. Check traffic adjacent to the stop. Release parking brakes and close the passenger door.
 - i. In unloading your students, basic operating procedures are the same.
 - j. However, there are several additional key points to remember. You should count your students as they unload, making sure all students are clear of the bus and other traffic. The students should be in a safe location off the road- way before the bus is placed in motion.
 - k. All students should cross in front of the bus upon signal from driver.

8.10.1 Unloading from Front of the Bus

- a. Stop the bus in a pre-selected location on the school grounds away from traffic. Note: Be sure that ample adult supervision is at the location before drill is held.
- b. Shut off the engine and secure the parking brake.
- c. Place the transmission in park.
- d. Remove the ignition key.
- e. Stand, open the front door, face the children and get their attention.
- f. Give the command; "Front Door Emergency Evacuation Drill-Remain Seated."
- g. Direct the two helpers to their place beside the front door.
- h. Stand between the first occupied seats, facing the front of the bus.
- i. Starting with the right-hand seat, ask the leader to lead all students 100 feet or 40 paces from the bus and instruct the other occupants of the right seats to follow.
- j. Hold your hand before the occupants of the left-hand seat in a restraining gesture.
- k. When the pupils in the right-hand seats have moved forward in the aisle, dismiss the occupants of the left-hand seats.
- l. Continue the evacuation procedure as described, right and left seats alternately, until the bus is empty.
- m. When the last seat is empty, walk to the front of the bus and check to ensure that everyone is out. When the driver leaves the bus, he should take his two helpers and join the others. The driver should evaluate the evacuation

performance, pointing out improvements needed and commending the students on those activities well done.

- The purpose of this exercise is not to see how fast the drill can be done; the purpose is to train students to leave the bus safely and in an orderly manner.

8.10.2 Unloading from Rear of the Bus

- a. Stop the bus in a pre-selected location on the school grounds away from traffic.
Note: Be sure that ample adult supervision is at the location before drill is held.
- b. Shut off the engine and secure the parking brake.
- c. Place the transmission in first or reverse gear for manual transmission; in park for automatic.
- d. Remove the ignition key.
- e. Stand, face the children and get their attention.
- f. Give the command; “Rear Door Emergency Evacuation Drill-Remain Seated.”
- g. Walk to the rear of the bus and face the rear door.
- h. Use the left hand to restrain occupants of the right rear seat.
- i. Ask the first assistant to open the emergency door, jump out, and take his or her position.
- j. Have the second assistant jump out and take his or her position.
- k. Have the leader stand in the doorway to lead the rest of the students off the bus to a position 100 feet or 40 paces from the bus.
- l. Before the leader jumps, turn around, face the front of the bus, and explain in what rotation (starting with the right rear seat then left rear, right, and so on) the students are to leave their seats, reminding them to remain seated until it is their turn to move.
- m. Face the doorway and move between the left rear seats to clear the aisle.
- n. Command the leader to assume a semi-squat position, reach out and place his hand on top of the assistant’s hands and hop out; then go to his position away from the bus.
- o. Tell the students seated in the right rear seat to leave the bus, then call for the students in the next left seat to leave; then the call for the students in the next right seat, until the bus is empty.

8.11 Video Monitoring

Video cameras will be used on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the video may be used as evidence in a student disciplinary proceeding.

The content of the video is a student record subject to Board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the video. In most instances, those individuals with a legitimate purpose may be Board of Education members, the Superintendent, Assistant Superintendent, Transportation Director, Principal, Bus Driver and Special Education Coordinator. A video

recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the video becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding.

8.12 *Automobile Liability*

The DeKalb County Board of Education shall require personnel within the school district, who use their own vehicles while traveling on school business during the course of their employment, to carry automobile liability insurance. The Board of Education requires student transportation to and from school sponsored events to be in a state approved vehicle.

IX. Child Nutrition Program

9.1 *Sponsoring Agency*

The DeKalb County Board of Education agrees to be sponsoring agency for the Child Nutrition Program and agrees to operate it according to federal and state regulations and/or guidelines. Contracts and agreements entered into by the Board of Education as sponsoring agency includes the USDA Commodity Agreement, Policy Statement for Free and Reduced-Price Meals, and the Child Nutrition Program Application Agreement. The Superintendent shall recommend for appointment the necessary personnel to initiate and maintain a quality Child Nutrition Program. The DeKalb County Board of Education shall provide for necessary facilities and personnel to operate an efficient and effective Child Nutrition Program for the purpose of making available a nutritional breakfast and/or lunch at a minimum cost to all students. Prices for meals served shall be determined by the Board of Education.

9.2 *Free and Reduced Meals*

All students shall be afforded the opportunity to complete a Free and Reduced-Price Application Form. Free or reduced-price meals shall be provided to each student having an approved Free and/or Reduced Price Application Form on file. Appeals by parents of application denial for free and reduced-price meals shall be made to the CNP director in writing.

A new application for free or reduced meals must be filled out at the beginning of each school year. Parents may fill out an online application at www.dekalbk12.org for free or reduced price meals or they may receive a paper application from the school office to fill out and return to the school office. Any eligible student having an application on file may receive free or reduced-price meals in all DeKalb County Schools.

9.3 *Health and Safety*

Child Nutrition Program employees are required to meet all local and State health/sanitation regulations for food handling and food service operations. This shall include, but not be limited to, physical examination and TB test requirements of employees, food preparation procedures, sanitation regulations, conditions of kitchens and dining areas, and maintenance procedures. Student lunches, whether purchased in the cafeteria or brought from home, will be eaten in the cafeteria.

9.4 *Mission Statement*

The mission of the DeKalb County Child Nutrition Program is to help students establish life-long good nutritional health habits and to provide students the nutritional fuel necessary for them to achieve their maximum academic and physical potential.

9.5 *CNP Organization*

9.5.1 System Level

1. Superintendent

The Superintendent shall be administratively responsible for the Child Nutrition Program. As Superintendent, he/she enters the DeKalb County Board of Education

into agreement as sponsoring agency for the DeKalb County Child Nutrition Program and agrees to administer it within the regulations and scope of the National School Lunch Act and the Child Nutrition Program Act and the rules and regulations established by the State Department of Education.

2. Supervisor/Director

There shall be a Child Nutrition Program (CNP) supervisor/director for the DeKalb County School System. The supervisor shall be a registered dietitian, hold a State of Alabama Child Nutrition Director's Certificate, or have met all requirements to obtain the certificate as required by the Administrative Code of Alabama Section 290-080-030-05. It is the responsibility of the CNP supervisor to advise the Superintendent, principal, and CNP employees of current federal, state, and local regulations and/or guidelines. The CNP supervisor shall be responsible for technical assistance and coordination of program operations. See Position Description for further duties and responsibilities.

3. Secretary/Bookkeeper

There shall be employed at the Central office CNP secretary/bookkeeper employees as needed to carry out the daily operations of the system's centralized Child Nutrition Program. Their responsibilities shall include performing cost center record keeping and program operation functions in an effective and efficient manner as directed by the CNP supervisor. See Position Description for further duties and responsibilities.

9.5.2 School Level

a. Principal

The principal shall be responsible for the administration and supervision of the Child Nutrition Program (CNP) at his/her school in accordance with the philosophy, policies and procedures adopted by the DeKalb County Board of Education. It is a principal's responsibility to insure that students are afforded Offer v/s Serve opportunities that meet USDA guidelines and that no charges are made to the Child Nutrition Program. Other responsibilities include:

1. Working with the CNP supervisor, CNP manager and staff, setting goals for his/her school's Child Nutrition Program.
2. Interpreting the program to his/her education and support staff and community and enlisting their support through all available channels.
3. Developing with the entire school staff opportunities for using the Child Nutrition Program as a laboratory for teaching nutrition, health, social development and for correlating the program with other areas of instruction.
4. Integrating nutrition education into the total education curriculum.
5. Giving the same supervision to the Child Nutrition Program as is given to all other programs in the school.
6. Arranging the school schedule to permit maximum participation and social interaction and allow time for all teachers to enjoy the Child Nutrition Program experience with the students.
7. Encouraging all teachers to participate and promote the Child Nutrition Program.
8. Securing properly qualified Child Nutrition Program employees and giving them

the responsibility for the actual operation of the program following federal, state, and local regulations.

9. Making sure that Child Nutrition Program employees participate in training programs provided by the State Department of Education, DeKalb County Board of Education, and local school.

10. Distribute Free and Reduced-Price Meal Applications in accordance with USDA regulations.

11. Work with CNP central office in verification of Free and Reduced Price applications according to USDA regulations.

12. Being knowledgeable of the approved contracts between the DeKalb County BOE and the State BOE in regard to the Child Nutrition Program and have copies of contracts properly filed. These include the USDA Commodity Agreement, Policy Statement, and Application Agreement.

13. Maintaining all CNP school records needed to meet state and federal review regulations.

14. Conducting performance evaluations for CNP employees as directed by the DeKalb County Board of Education.

15. Prohibiting charges for any purpose to the CNP. USDA regulations prohibit charges of any kind, i.e., meals, milk, returned checks, etc., to the Child Nutrition Program. School principals may establish a school Meal Charge Policy that will permit a student to borrow money to pay for a meal from a source other than the CNP such as the General Fund.

b. CNP Manager

Each school Child Nutrition Program shall have a manager. The manager shall be directly responsible to the principal and the CNP supervisor as they cooperatively administer the Child Nutrition Program. The CNP manager is responsible for planning, organizing, directing, and controlling the development of the school Child Nutrition Program on a sound nutritional, educational and financial basis. The CNP manager is responsible for maintaining the standards set by federal, state and local regulations and/or guidelines. See Position Description for further duties and responsibilities.

c. CNP Assistant Manager

Each school Child Nutrition Program shall have an assistant manager. The assistant manager shall be directly responsible to the Child Nutrition Program manager, the principal, and the CNP supervisor. The CNP assistant manager shall assist the CNP manager and shall assume the responsibilities of the Child Nutrition Program in the absence of the CNP manager. The CNP assistant manager is responsible for helping to organize the activities of CNP workers and assist the CNP manager with all aspects of the CNP operation as requested. See Position Description for further duties and responsibilities.

d. CNP Worker

Each school Child Nutrition Program shall have at a minimum the number of CNP workers eligible based on the State Department of Education recommended Meals

Per Labor hour staffing formula. The CNP worker shall be directly responsible to the CNP manager, the CNP assistant manager in the absence of the CNP manager, the principal, and the CNP supervisor. The CNP worker is responsible for performing daily task assignments in a satisfactory manner. Assignments may be on a rotation basis or may be confined to one area of food preparation, serving, storage, or cleaning. Assignments and supervision of all jobs are received from the CNP manager or CNP assistant manager through written or oral instructions. See Position Description for further duties and responsibilities.

9.6 CNP Personnel Policies

9.6.1 CNP Employment Minimum Qualification

To be employed in a school Child Nutrition Program, applicant should have a high school diploma or equivalent.

9.6.2 Rules and Regulations

The Child Nutrition Program shall be operated in compliance with laws, policies, rules and regulations applicable to the executed agreements between the DeKalb County Board of Education and the State Department of Education.

Substitutes shall be made aware of rules and regulations and shall be instructed to comply with them just as regular Child Nutrition Program employees.

9.6.3 Attendance at Meetings

CNP Managers are required to attend all managers' meetings. The meetings will be scheduled as deemed necessary by the Child Nutrition Program supervisor. Managers and workers shall attend regularly scheduled in-service workshops during the school year. In-service days are paid work days included in the 187 days of the scholastic year for Elementary/ Junior High Schools and included in the 207 days of the scholastic year for High Schools.

9.6.4 Attendance at State Workshops

CNP Managers are required to attend and will be paid for attending the two day State Workshop held during the summer months or other two day workshop training approved by the Superintendent and Child Nutrition Program supervisor. Managers who cannot attend State Workshop or other approved training sessions must obtain approval for absence from the DeKalb County Board of Education.

9.6.5 Dress/Sanitation Code

Child Nutrition Program employees are required to furnish and wear clean uniforms and non-fabric, well-supported oxford-style shoes with skid-resistant soles while on duty.

9.6.6 Fingernails

Child Nutrition Program employees shall wear neatly trimmed nails with no fingernail polish while on duty. The fingernails should be no longer than can be seen over the fingertips when they are viewed with fingers extended, palm up. The use of any type of false fingernails is prohibited.

9.6.7 Hair Restraints

All Child Nutrition Program employees shall have their hair neatly arranged in a hair net, ball cap or visor. If visor is worn hair must be pulled up off shoulders. If in a ball cap hair must be under ball cap and off shoulders at all times during working hours.

9.6.8 Jewelry

For safety purposes, Child Nutrition Program employees shall not wear jewelry of any kind while on duty.

9.6.9 SNA Certification Bonus

Certification Bonus will be paid when training is completed and certificates have been presented.

SNA Certification Bonus Pay:

Level 1 \$300.00 per year

Level 2 \$500.00 per year

Level 3 \$750.00 per year

9.6.10 Perfume

All Child Nutrition Program employees shall practice good personal hygiene, good grooming and work habits. Employees should refrain from using perfume scented toiletries such as, soaps, shampoo, hair spray, deodorant cologne, etc.

9.6.11 Shoe and Clothing Allowance

Each Child Nutrition Program employee shall receive a \$150 minimum annual shoe and clothing allowance from the Board of Education. It is the responsibility of the employee to annually provide dated proof of purchase for shoes to be kept on file in the manager's office. The shoes shall be non-fabric, well-supported oxford-style shoes with skid resistant soles and shall be worn at all times while on duty.

9.6.12 Employee Agreement

As a condition of employment, each employee agrees not to accept, as a result of employment in the DeKalb County Child Nutrition Program, any trading stamps, prizes, premiums, coupons, extra favors, goods, services, or monies that exceed \$25.00 per vender, per year.

9.6.13 Health Exams

All new employees must furnish results of a satisfactory TB skin test. CNP employees must have a skin test every three years.

CNP employees must furnish a medical statement upon initial employment and be physically capable of lifting 50 pounds, mopping, and various other strenuous tasks.

9.6.14 Identification Badges

CNP employees shall wear identification badges provided by the Board of Education at all times during the school day while on school property.

9.6.15 Lift Belts

A lift belt shall be provided by the DeKalb County Board of Education for each Child Nutrition Program employee at each school. Lift belts shall be worn at all times when lifting more than 10 lbs. and when pushing, pulling, straining, etc. Failure to wear lift belts when lifting, pushing, pulling, straining, etc., may result in the loss of on-the-job-injury leave if an injury is sustained while not wearing the lift belt.

9.6.16 Secondary Employment

No Child Nutrition Program employee shall work a second job that conflicts with his/her hours of employment in the Child Nutrition Program, or lessens or interferes with the employee's efficiency and work in his/her assigned duties.

9.6.17 Telephone Use

The cafeteria telephone is a business phone. Employees are not to make or receive telephone calls at school except for an emergency. Cell phones may be used for emergency only during school hours.

9.6.18 Terms of Employment

The terms of employment for Child Nutrition Program employees shall be established by the DeKalb County Board of Education.

9.6.19 Visitors

Child Nutrition Program employees shall not have guests while on duty. This includes friends, relatives, children or grandchildren.

9.6.20 Free Meals

In accordance with USDA regulations a free meal selected from the prepared student menu will be provided daily for those adults whose salaries are paid 100% from CNP funds.

9.7 *CNP General Policies*

9.7.1 Centralization

Standards and procedures as established for the Child Nutrition Program will be uniformly observed throughout the DeKalb County School System.

9.7.2 Commercial Fast Food / Deliveries

No commercial food items are allowed in the school cafeteria unless brought from home in a packed lunch container including beverages, which must be in a thermos-type container. No deliveries of commercial food/fast food are allowed by anyone on the school campus during breakfast and/or lunch serving times or school hours except for special occasions after lunch hours (pizza party...).

9.7.3 Facilities

The Board of Education shall provide adequate facilities, equipment, maintenance, staff, materials and supplies to operate a Child Nutrition Program. All students in the school district shall have the opportunity to secure a meal based on the current meal pattern approved by the USDA Food and Nutrition Service. All meals served shall meet all

nutritional requirements mandated by law.

Because what students eat affects how well they learn, students are encouraged to eat a nutritious breakfast and lunch from the school cafeteria. A nutritious lunch and breakfast consisting of several food choices is served daily in all schools at a minimum cost.

9.7.4 Garbage

Garbage shall not be sold or given away to do so would be in violation of State Health regulations.

9.7.5 Kitchen Restrictions

Only eligible persons, as defined by State Health regulations are allowed in the kitchen. These include: Child Nutrition Program employees, school principal or assistant principal, repairmen, delivery men, etc. Students and teachers are not allowed in the kitchen area.

9.7.6 Worthless Checks

DeKalb County Schools use NexCheck for all return checks. Parents and faculty will be responsible to refund NexCheck for all return check and any fees that may apply.

The face value of a check returned for insufficient funds (NSF) is considered a bad debt and may not be absorbed as a cost by the state, federal or public local funds. The principal at each school is to exercise due diligence in the acceptance of checks and in the collection of NSF checks. A list of individuals who have submitted bad checks is to be maintained in order to prevent the receipt of any further checks from those individuals.

Each local school is to take necessary actions to collect the check amount and must document those actions and procedures approved by the DeKalb County Board of Education required by DeKalb County District Attorney's Worthless Check Unit. Once it is determined that all normal collection procedures have failed, the writer of the check is given a ten day notice to tender payment for the face value of each check plus a thirty dollar NFS fee for each check returned whether collected or not. If payment is not received within the ten days, the check and all documentation is turned over to the proper authorities for criminal prosecution. The fees collected are to be maintained in a nonpublic fund source designated for transfer of funds to CNP at each local school.

The fund is to be maintained to cover expenses incurred in collection of bad debts as worthless checks and to loan money to students needing additional money to purchase a school meal. If a check is determined to be uncollectible, the nonpublic fund source or General Fund may be utilized to transfer funds to the Child Nutrition Program to cover the amount of the NSF check written to CNP. If either fund is used to transfer money, the school must have documentation on file to reflect transfers to CNP funds as reimbursement for NSF checks that were not recovered.

9.7.7 Procurement Procedures and Guidelines

The DeKalb County school district shall purchase food and other items for use in the Child Nutrition Program following state and federal bid and purchase guidelines. Bid procedures will also be followed in disposing of used CNP items. See Used Equipment Disposition for more information.

A. Conflict of Interest

No employee, officer, or agent of the DeKalb County Board of Education shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

B. Personal Favors

The DeKalb County Board of Education employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything exceeding \$25.00 in monetary value from contractors, potential contractors, or parties to sub agreements during the course of one school year. Employees who violate this policy will be subject to immediate dismissal.

C. Personal Purchases

The purchase during the school day of any food or service from a contractor for individual use is prohibited.

D. Personal Use

The removal of any food, supplies, equipment, or school property, such as records, receipt books is prohibited.

E. Personal Penalty

Failure of any employee to abide by the above stated policy could result in a fine, suspension, or both, or other disciplinary action including dismissal.

9.7.8 Records

According to the Alabama Child Nutrition Program Records Distribution Schedules issued by the Local Government Records Commission through the Alabama Department of Archives and History, April, 1991, records pertaining to any audit finding(s) shall be retained as long as required for the resolution of the finding(s) raised by the audit.

Disposition of any and all records will follow guidelines set forth by the Alabama Department of Archives. For further information see the Alabama Department of Archives Disposition Handbook on file at the Central Office.

9.7.9 Rent of Facilities

Child Nutrition Program facilities are established for the primary function of serving meals students, but facilities may be used by other school and community groups if the requirements stated in these policies are met. It is required that the manager of the Child Nutrition Program at that school or his/her designee, who is familiar with the kitchen and equipment, be present when the organization is using the kitchen facilities.

The organization using the facility will be responsible for paying a charge of \$50.00 rent for the facility and that rent shall be deposited into the Child Nutrition Program fund of that school. The rent is to be given to the Child Nutrition Program manager or his/her designee who is present at the function. Deposit of rent is to be made along with the next working day's deposit.

The organization using the facility will also be responsible for paying the Child Nutrition Program employee(s) assisting with their function, 1-1/2 times the employee's regular hourly salary or \$50 whichever is greater. This payment is in addition to any rent due for the

facility, and shall be given directly to the CNP employee(s) at the time of service. Payment for Child Nutrition Program employee(s) working at a school sponsored function where expense is to be paid from a local school account, such as a sports banquet, shall be paid at 1-1/2 times the employee's regular hourly salary or \$50, whichever is greater. The organization shall pay the required amount to the Board of Education. The Board of Education will then issue a check to the respective CNP employee(s). The organization using the cafeteria must leave the facility in the same order as they found it or make prior arrangements for paying for cleanup. Payment must be made for any damages to the facility. Agreement forms may be obtained from the principal.

9.7.10 Staffing Formula

Child Nutrition Program, for an effective operation, should maintain the number of meals per labor hour as set by the State Department of Education, Child Nutrition Division. The principal, manager, and Child Nutrition Program supervisor shall work closely together in the evaluation of the labor needs to avoid excessive labor costs.

9.7.11 Student Help

No student shall be allowed to work in the Child Nutrition Program, except with express written permission from the parents of the student and the Superintendent or his designee, and then only for a temporary class assignment activity. Names of students and Child Nutrition Programs to which students are to be assigned shall be given to Child Nutrition Program supervisor prior to student's work participation. It should be understood that no money nor other favors shall be given the student for the class assignment activity, and that actual duties of the class assignment will be made by the manager, following safety and labor standards allowable under state and federal regulations.

9.7.12 Taking Food Items

In accordance with USDA regulations there shall be no food, equipment or other items carried from the school cafeteria by anyone at any time except under the direction and approval of the school principal or Child Nutrition Program supervisor. Any changes must be in writing and properly signed and documented by the principal or Child Nutrition Program supervisor.

9.7.13 Teacher Involvement

All teachers are encouraged to participate and promote the Child Nutrition Program.

9.7.14 Used Equipment Disposal

The outside sale of such items as used oil, empty cans, used equipment, etc., will be sold between the DeKalb County Board of Education and the outside agency. Individual sale by any school person to an outside agency or other school person is prohibited. Bid procedures shall be followed for all used equipment. Bid procedures will also be followed in disposing of used CNP items.

9.8 Meal Information

9.8.1 Meal Charges

USDA regulations prohibit the charging of meals to the Child Nutrition Program as stipulated by federal cost principles OMB A-87 as an unallowable cost. Because it is against USDA regulations to charge meals to the Child Nutrition Program, each school principal is to establish a nonpublic fund source. The fund may be sponsored by the Parent/Teacher Organization, community group, or individual donations. This nonpublic fund source is to be managed by the school principal. The fund must be designated for the purpose of loaning money to any student needing additional money for the purpose of a school meal. USDA requires students in grades K-3 be able to borrow funds for lunch. Meal charges or vouchers approved by the principal, in lieu of money loaned from the fund, are to be reimbursed to the school C.N.P. on a daily basis. The nonpublic fund source or General Fund is to be used to cover end of the school year remaining uncollected meal money loaned, approved charges, meal vouchers, or worthless checks accepted as payment for meals.

Money will not be loaned for the purpose of an Ala Carte or an extra item. School staff and visitors will not be permitted to charge meals or borrow money from the nonpublic fund source. Checks will only be accepted for student or staff pre-pay meals. Meal charges incurred as a result of a returned check shall be handled as a charge.

9.8.2 Meal Prices

9.8.2.1 For Students and Visitors

All students and visitors shall pay board approved price for their meals.

9.8.2.2 For Employees

Non-CNP employees, such as teachers, maintenance employees, secretaries, aides, bus drivers, principals, custodians, central office staff, and other certificated and support employees shall pay board approved price for their meals.

9.8.3 Lunch Account Information

All school Child Nutrition Programs are computerized and provide students the opportunity to pay into their personal meal accounts. Deposits to meal accounts can be made either at the school or online at www.dekalbk12.org. A detailed listing of meals/items purchased is available at any time from the school CNP Manager and low-balance letters can also be provided. Money in an account at the end of school may be held on account for the opening of next school year or may be returned to parents.

9.8.4 Meal Requirements for Reimbursement

Students may select five, four, or three components of a complete Lunch for the price set by the DeKalb County Board of Education. A complete Lunch includes one Entree, a choice of two vegetables and/or fruits, bread, and choice of milk. Customers choosing not to take the minimum three components will be charged board approved ala carte/extra item prices for each item taken. One of the three components must be a fruit or vegetable. Child Nutrition Program employees assigned to operate point-of-sale terminals shall be able to identify a reimbursable meal, and for all purchases shall charge board approved prices to all customers, including teachers, other board employees, and visitors.

9.8.5 Meal Restrictions

All students, including students with disabilities, with food and/or milk allergies or who have other food restrictions must have a medical physician's prescription on file in order to have the diet honored.

Federal law prohibits the Child Nutrition Program from providing food or beverage substitutions for students without a medical diagnosis by a medical doctor stating acceptable substitute items.

9.8.6 Food Allergies

The DeKalb County School System strives to ensure that all children with disabilities have the same opportunities as other children to receive an education and education benefits, such as school meals. Generally, children with food allergies or food intolerances are usually not considered disabled. A school may, but is not required to, make food substitutions for foods identified as allergies or intolerances. This will be done on a case by case basis when the condition is certified by an authorized medical authority. When in a licensed physician's assessment, food allergies may result in severe life threatening (anaphylactic) reactions, the child's condition would meet the definition of a "disability" and the substitutions prescribed by the licensed physician will be made without deliberation.

Children with disabilities who require changes to the basic meal are required to provide documentation with accompanying instructions from a licensed physician. This medical statement must include:

- 1) Diagnosis - as an identification of the medical disability or other special dietary conditions which restricts the child's diet
- 2) The major life activity affected by the disability
- 3) The food or foods to be omitted from the child's diet
- 4) The food or choice of foods to be substituted
- 5) The licensed physician's signature
- 6) The parent may be required to provide photographs of the child for identification in various areas of the school as a safety measure

It is important that all recommendations for accommodation or changes to existing diet prescriptions be updated yearly to reflect the current dietary needs of the child as part of their student record. Each school's Child Nutrition Program will provide a safe non allergic meal to the child if it is determined that the condition is disabling. Food items sold strictly on an "a la carte" basis or through the snack bar are not subject to the program regulation.

A ban on food or food product within the school system is not realistic. According to Anne Munoz-Furlong founder of the Food Allergy Network, banning a product so there is no problem is an unrealistic approach and stigmatizes allergic students who are often taunted by their classmates. A realistic approach is to provide teachers, parents, students, and Child Nutrition Program workers with accurate information pertaining to the seriousness of food allergies. Parents should assume the responsibility of helping their children understand the dangers of the food allergy. Parents must work with the school team to develop a plan that accommodates the child's needs throughout the school, school activities, and on the school bus. The Child Nutrition Program provides for the student with allergies and special dietary requirements by performing the following tasks:

- 1) Accommodates students having a food allergy disability with an appropriate meal

- 2) Informs teachers and other staff about food allergies
 - 3) Requests that the school nurse instruct additional personnel how to administer emergency shots
 - 4) Provides for a supervised "allergy" table in the cafeteria
 - 5) Instructs students not to swap lunches or share food
 - 6) Encourages students to wash their hands following each meal and snack
 - 7) Provides for the needs of each child on a case by case basis
- This will reduce the possibility of a child having a food allergy reaction and improve our ability to deal with an allergic reaction if it occurs.

9.8.7 Offer Vs. Serve

Breakfast

The child Nutrition Program must offer choices from the following four food groups:

1. Meat/meat alternate
2. Grain/bread
3. ½ Cup Fruit, Vegetable, or Juice
4. Milk

Customers have the choice to serve/select only three of the four food group choices offered, however one of the three choices must be a fruit or vegetable. It should be noted that instead of offering a serving of meat/meat alternate and a grain/bread serving, two servings of either is approved at breakfast. A minimum of three of the four food choices must be on a customer's tray at the point-of-sale in order to meet USDA breakfast requirements and meal/item price criteria set by the DeKalb County Board of Education.

Lunch

The child Nutrition Program must offer the following five food component choices from the four food groups listed below:

1. Meat/meat alternate
2. Grain/bread
3. ½ cup Fruit
4. ½ cup Vegetable
5. Milk

Customers have the choice to serve/select as few as three of the five food group choices offered, however one of the choices must be a fruit or vegetable. A minimum of three of the five food choices must be on a customer's tray at the point-of-sale in order to meet USDA approved lunch requirements and meal/item price criteria set by the DeKalb County Board of Education.

9.8.8 Student Dining Area

Meals whether purchased in the cafeteria or brought from home shall be eaten in the cafeteria.

9.9 *CNP Job Descriptions*

9.9.1 Child Nutrition Program Supervisor REPORTS TO: the Superintendent.

Job Responsibilities include but not limited to the following:

1. Knowledgeable of school lunch nutrition.
2. Knowledgeable of basic accounting procedures, checks and assists with reports.
3. Possesses the ability to supervise employees and the total program.
4. Sees that commodity items and all purchased food items are used to the best advantage, both economically and nutritionally.
5. Possesses the ability to work with principals in coordination of the Child Nutrition Program.
6. Will see to the cleanliness of all cafeterias, maintaining health and sanitation standards in all phases of the Child Nutrition Program.
7. Knowledgeable of local and state Health Department regulations and supervises implementation of the same.
8. Works with State Department representatives in periodic reviews, preparation for those reviews, and necessary follow-up reports.
9. Maintains all files, records, and makes reports necessary for the Child Nutrition Program with the exception of those for which the principal is responsible.
10. Is responsible for an appropriate in-service program for all employees who work in the Child Nutrition Program.
11. Attends all appropriate local, state, and national meetings as approved by Superintendent.
12. Works with principals in the improvement of individual staff competencies, making periodic recommendations for improvement.
13. Knowledgeable of local, state, and federal policies, and adheres to and implements the same.
14. Knowledgeable of cafeteria supplies, equipment, and proper use of the same.
15. Directs the distribution and allocation of surplus commodities.
16. Performs any other job related or system related duties as assigned by the Superintendent.

9.9.2 Child Nutrition Program Secretary/Bookkeeper

REPORTS TO: Child Nutrition Program Supervisor.

Job Responsibilities include but are not limited to the following:

1. Performs general office procedures and daily program tasks needed to promote optimal efficiency for individual school programs and optimal service for students and board employees.
2. Performs regular bookkeeping functions, not performed by school secretaries, necessary for the Child Nutrition Program to operate in a manner that will meet state and federal guidelines.
3. Retains all program records, except those kept by the school principals, as required for annual audit by the Alabama Department of Examiners and for regular cycle audit by the Alabama Department of Education and the United States Department of Agriculture.
4. Adheres to the Alabama Department of Archives rules and regulations in storing and purging of program file records.
5. Demonstrates a cooperative attitude with Child Nutrition Program employees and other board employees.
6. Performs duties in a professional manner.
7. Demonstrates consistent integrity, dependability and refrains from disclosing information of a confidential nature.

8. Maintains speech, appearance, and behavior which are appropriate to the Child Nutrition Program and to the DeKalb County Board of Education.
9. Demonstrates pride in his/her work.
10. Demonstrates a supportive attitude toward the Child Nutrition Program.
11. Demonstrates loyalty to the Child Nutrition Program and education community by refraining from gossip concerning school programs.
12. Reports problems or concerns through the proper channel of authority.
13. Attends all related in-service meetings and workshops as scheduled/requested by Child Nutrition Program supervisor.
14. Performs other related duties when required or requested by the Superintendent or Child Nutrition Program supervisor.

9.9.3 Child Nutrition Program Manager

REPORTS TO:

The school Principal and the DeKalb County Child Nutrition Program Supervisor.

NATURE OF WORK:

1. Responsible for planning, organizing, directing and controlling the development of the Child Nutrition Program on a sound nutritional, educational and financial basis.
 2. The manager is responsible for maintaining the standards set down by Federal, State and Local regulations and/or guidelines.
 3. The Child Nutrition Program manager is required to complete many different types of tasks daily.
 4. The CNP manager is responsible for the overall operation of the Child Nutrition Program at his/her school.
 5. Tasks required of the Manager include the development of an equitable work schedule for all employees working in the Child Nutrition Program. These work schedules should contribute in the promotion of an effective, efficient, and financially sound Child Nutrition Program.
 6. Completion of daily, weekly and monthly forms and reports.
 7. Modeling positive customer service, sweeping, mopping and other tasks necessary for daily operation of program.
- Other Job Responsibilities include but are not limited to the following:
8. Supervises all Child Nutrition Program employees employed at his/her respective school.
 9. Cooperates with Principal, CNP Supervisor, and Faculty in planning, developing and utilizing the dining room as a learning laboratory where positive learning experiences that contribute to the development of a healthy lifestyle are provided for students.
 10. Assists CNP employees in interpreting the goals and objectives of the Child Nutrition Program to the students, teachers, parents and the community.
 11. Maintains adequate and accurate records and controls to include: employees, financials, inventories, operational reports/records, and/or any other forms required or requested by local and state officials.
 12. Cooperates with health officials in complying with all Local and State Public Health regulations.
 13. Participates in and promotes in-service training, conferences and continuing educational programs for self and other Child Nutrition Program employees.
 14. Responsible for checking the cooler and freezer units during holidays and weekends as

- well as during school hours and having a plan for emergency situations.
15. Follows centralized menus provided by the CNP Supervisor.
 16. Posts menus at least one month in advance. Menu substitutions may be made with approval of central office staff.
 17. Purchases food, supplies and equipment wisely and upon delivery, carefully checks against order and invoice for quality, quantity, accurate weight and price, and makes corrections as needed.
 18. Supervises the production, service, storage and care of food.
 19. Oversees the unlocking/locking of the Child Nutrition Program facilities and checks to be sure all doors and windows are secure before leaving for the day.
 20. Maintains a file of standard recipes and instructs employees in the use of them.
 21. Develops employee work schedules that assign specific duties in a fair and equitable manner for the entire work day.
 22. Instructs and supervises employees on the job including the correct use and maintenance of equipment, following standardized recipes, correct use of support belts, proper lifting techniques, and acceptable dress and shoes.
 23. Dresses according to board policy. Appearance should be a compliment to the Child Nutrition Program.
 24. Encourages each employee to observe high standards of grooming, personal hygiene, and work habits.
 25. Reviews instructions for equipment use with employees and documents the maintenance of equipment.
 26. Develops a climate in the cafeteria that inspires students and faculty to want to participate in the Child Nutrition Program.
 27. Encourages and promotes a good working environment for all Child Nutrition Program employees by enlisting their ideas and suggestions.
 28. Assists Principal in evaluating employee performance and makes recommendations to the Principal.
 29. Assists Principal in interviewing, hiring and terminating employees.
 30. Responsible for the cleanliness of the kitchen and dining room. Cleaning assignments should be made as often as necessary to insure the cafeteria is clean at all times.
 31. Mentors the Assistant Manager in developing managerial skills.
 32. Demonstrates pride in his/her work, competency in job performance, consistent integrity, dependability and refrains from disclosing information of a confidential nature.
 33. Maintains speech and behavior appropriate to his/her position.
 34. Demonstrates loyalty to the Child Nutrition Program, School, and community by being supportive of the cafeteria and school. Problems should be reported through the proper channel of authority - principal, CNP supervisor, and Superintendent.
 35. Attends all managers' meetings, workshops and in-service meetings as scheduled and/ or requested.
 36. Responsible for seeing that board policies regarding kitchen management are observed and for documenting any employee's deficiencies that are hindering their job performance.
 37. Conducts employee evaluations as required by the Board of Education.
 38. The manager also performs other duties as assigned by the Child Nutrition Program Supervisor.

9.9.4 Child Nutrition Program Assistant Manager

REPORTS TO:

The Child Nutrition Program Manager, School Principal and the DeKalb County Child Nutrition Program Supervisor.

NATURE OF WORK

1. This employee should assist the manager and assume the responsibilities of the Child Nutrition Program in the absence of the manager.
2. The assistant manager should have the responsibility of helping to organize the activities of workers to assure the timely preparation of food in desired quantities and assist the manager with other various tasks.
3. Daily tasks may include but are not limited to stowing and retrieving cases of food, carrying filled full-size steam table pans of food, preparing food, modeling positive customer service, sweeping, mopping, record keeping, carrying out garbage, and other tasks necessary in maintaining and operating a clean, efficient, and effective Child Nutrition Program.
4. Assistant managers are responsible for assisting with daily managerial tasks and for managing the daily Child Nutrition Program operations in the absence of the manager. Other Job Responsibilities include but are not limited to the following:
5. Assists in preparation of food according to the written menu of the day.
6. Assists Child Nutrition Program manager in assuring the smooth functioning of activities during the meal, filling in where necessary.
7. Assists manager in taking inventories, making reports, ordering food, supplies, equipment and etc.
8. In the absence of the manager, assumes the manager's responsibilities.
9. Knows the operation and maintenance techniques for food service equipment in the kitchen.
10. Supervises and assists workers in rotating stock when a delivery is received to insure first in first out usage.
11. Notifies the manager when program items need replenishing.
12. Observes proper sanitation measures necessary in preparing, serving and storing food.
13. Observes proper safety precautions in the kitchen.
14. Cooperates with principal, manager and Child Nutrition Program supervisor in maintaining high standards in the Child Nutrition Program.
15. Relates well with co-workers, faculty, principal, Child Nutrition Program supervisor, and deals effectively with students.
16. Follows written and oral instructions and communicates effectively with others.
17. Demonstrates pride in his/her work.
18. Possesses the physical ability to handle the job assigned.
19. Dresses according to board policy. Appearance should be a compliment to the Child Nutrition Program.
20. Demonstrates loyalty to the Child Nutrition Program, School, and community by being supportive of the cafeteria and school. Problems should be reported through the proper channel of authority - manager, principal, CNP supervisor, and Superintendent.
21. Demonstrates pride in his/her work, competency in job performance, consistent integrity dependability and refrains from disclosing information of a confidential nature.

22. Maintains speech and behavior appropriate to his/her position.
23. Cooperates with health officials in complying with all Local and State Public Health regulations.
24. Attends all managers' meetings, workshops and in-service meetings as scheduled/requested.
25. The assistant manager also performs other duties as assigned.

9.9.5 Child Nutrition Program Worker

REPORTS TO:

Child Nutrition Program Manager, Principal, and Child Nutrition Program Supervisor.

NATURE OF WORK:

1. Work involves responsibility for preparing menu items: meats, vegetables, breads, pastries, salads, desserts etc. Assignments may be on a rotation basis or may be confined to one area as food preparation, serving, or cleaning, etc. Assignments and direct supervision are received from the Child Nutrition Program manager or assistant manager (in the manager's absence) through written or oral instructions.
2. Daily tasks include but are not limited to stowing and retrieving cases of food, carrying filled full-size steam table pans of food, preparing food, modeling positive customer service, sweeping and mopping both kitchen and dining areas, record keeping, carrying out garbage, cashiering, and other tasks necessary in maintaining and operating a clean, efficient, and effective Child Nutrition Program. The Child Nutrition Program worker also performs other duties as assigned.
Other Job Responsibilities include but are not limited to the following:
3. Responsible to manager for food preparation, service, storage and sanitation.
4. Follows work schedules of manager and carries out all assignments of the manager in a cooperative manner.
5. Learns and exercises proper care and use of equipment in the Child Nutrition Program.
6. Keeps all work areas clean and orderly.
7. Practices good personal hygiene, good grooming and work habits. Employees should refrain from using perfumed scented toiletries such as: soap, shampoo, hair spray, deodorant, perfume, and etc., during working hours.
8. Dresses in uniform, hair net, visor or ball cap and non-fabric, well supported, oxford style shoes with skid resistant soles. Appearance should be a compliment to the Child Nutrition Program.
9. Rotates stock when a delivery is received to insure first in first out usage.
10. Participates in activities that will promote the Child Nutrition Program.
11. Records daily the name and amount of each food item and supply that is taken from storage. This is to insure that the record of usage is accurate.
12. Notifies manager when program items need replenishing.
13. Observes proper safety precautions in the kitchen.
14. Demonstrates competency in job performance.
15. Produces satisfactory work on job tasks in a reasonable period of time.
16. Refrains from excessive talking on the job. It hinders job performance.
17. Cooperates with manager, assistant manager, principal, and Child Nutrition Program Supervisor in maintaining high standards in the Child Nutrition Program.
18. Relates well with co-workers, students, faculty, principal, and Child Nutrition Program

- supervisor.
19. Recognizes the different levels of job responsibilities.
 20. Possesses the physical ability to handle job assignments.
 21. Demonstrates consistent integrity, dependability and refrains from disclosing information of a confidential nature.
 22. Recognizes what makes up a reimbursable meal.
 23. Maintains speech and behavior which are appropriate to the Child Nutrition Program.
 24. Demonstrates pride in his/her work.
 25. Demonstrates loyalty to the Child Nutrition Program school and community by being supportive of the cafeteria and school. Problems should be reported through the proper channel of authority: manager, principal, Child Nutrition Program supervisor and Superintendent.
 26. Cooperates with health officials in supporting all local and state public health regulations.
 27. Attends all in-service meetings and workshops as scheduled/requested.
 28. The Child Nutrition Program worker also performs other duties as assigned.

9.10 *CNP Professional Development*

9.10.1 CNP PD Standards

USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs. The standards, another key provision of the Healthy, Hunger-Free Kids Acts of 2010 (HHFKA), aim to institute minimum education standards for new state and local school nutrition directors as well as annual training standards for all school nutrition professionals. These standards will ensure school nutrition personnel have the knowledge, training, and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals. Required training hours for DeKalb County Child Nutrition are as follows:

Director: 15 hours per year

Managers: 2 Mandated Professional Days

All Other Staff: 2 Mandated Professional Days

Part-Time Staff: 2 Mandated Professional Days

Mandated Professional Days must be equal to a full work day (7 hours). The Child Nutrition Director will offer two (2) professional days of training (14 hours). If any employee cannot or does not attend the provided trainings, the employee will be required to obtain the mandated hours on their own time.

In addition to the above requirements, all staff, cashiers, and substitutes are required to have one (1) hour of civil rights training. Also all staff, cashiers and substitutes are required to have the following training each year: HACCP & Food Safety, Cashier Training (Substitutes are not required), Equipment training, Child nutrition Section of Policy Manual training, and Back & Lifting training. These hours can count toward the fourteen (14) required hours per year.

All staff, cashiers, and substitutes are required to fill out and sign the Annual Mandatory Employee Training Checklist and turn it into the Central Office each year.

9.10.2 Other PD Opportunities

Professional development opportunities not provided by the school district during paid in-service days are at the employee's option to participate. Some of these professional development opportunities have a salary bonus attached while others do not. In order to receive the salary bonus, the employee must meet all necessary requirements.

Other professional development opportunities are provided through colleges, health department, and other organizations.

9.10.3 Professional Associations

School Nutrition Association (SNA) and/or Alabama Association (ASNA)

A key purpose of the School Nutrition Association (SNA) national level, and/or the Alabama School Nutrition Association (ASNA) state level, is to develop and encourage the highest standards in school food service and nutrition programs and provide educational opportunities to ensure the professional development of its members. SNA/ASNA has been guiding members in their professional development for over 25 years through its certification program. The program provides a career ladder that you can use to progress in the field whether you are an entry-level employee or manager of a school Child Nutrition Program who one day may want to become a director of a district-wide program. SNA/ASNA, like many other professional associations, has adopted certification as a way to recognize professional achievement. Certification refers to a formalized process of evaluation by which an association grants recognition to an individual who has met the association's educational and experiential standards. ASNSA has established certification standards for academic education, specialized training and work experience as conditions of being awarded certification, and has established standards for continuing education as a condition of retaining certification. Contact ASNA at 1- 800-877-8822 for further details.

The DeKalb County Board of Education provides a bonus to CNP employees for SNA certification. See SNA Certification Bonus for more information.

9.10.4 Work/In-Service Days

Child Nutrition Program employees shall not be required to prepare food for other school employees on teacher work/in-service days. These days are to be used for in-service meetings, and/or deep cleaning of the kitchen and dining area.

X. Health

10.1 Health Exams

Any physical examination or health information required that is not a stipulated part of the employee's job or contract renewal will not be requested by the Board unless directed by the State Department of Education or the State Health Department and/or in compliance with legislation. Tests for tuberculosis, drugs, alcohol, AIDS, or other infectious diseases fall within this policy. All new employees must furnish results of a satisfactory TB skin test. Bus drivers, CNP, and custodial personnel must have a skin test every three years (16-22-3 Code of Alabama). CNP, custodial, and drivers must furnish medical statement upon initial employment. In addition, bus drivers are to furnish medical evaluations every other year.

10.2 Lift Belts

Lift belts should be used when lifting heavy pans, computer, etc. Each school should have belts on hand and maintain a variety of sizes. Board will provide upon request. A lift belt should be worn when lifting over ten pounds.

10.3 Communicable Diseases

The DeKalb County School System will work cooperatively with local and state health agencies to enforce and comply with applicable health codes for the prevention, control and containment of communicable diseases in DeKalb County Schools.

10.3.1 Certificate of Immunization -A certificate of immunization against diseases designated by the state health officer shall be required before a student can be enrolled initially in kindergarten or first grade in schools of the DeKalb County School System.

10.3.2 Authority to Exclude Student or Staff Member -The Superintendent or designee shall have the authority to exclude any student or staff member with a communicable disease or parasite known to be spread by casual contact* and is considered a health threat to the school population. Such a student or staff member shall be excluded from schools in the DeKalb County School Systems for a period of time as may be prescribed by the local Health Department, school nurse, or a physician. In all cases, a statement of clearance from the Department of Health, school nurse, or a physician shall be required before the student or staff member may re-enter school or return to work.

10.3.3 Mandatory Screening for Communicable Diseases - Mandatory screening for communicable diseases that are known not to be spread by casual contact is not warranted as a condition for school entry or for employment or continued employment.

10.3.4 Procedures for Handling Blood or Bodily Fluids - Irrespective of the disease present, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or bodily fluids within the school setting. Since there may be difficulty in distinguishing between infectious and non-infectious bodily fluids, all bodily fluids shall be considered potentially infectious materials. School personnel

will be trained in the proper procedures for handling blood and bodily fluids and these procedures will be strictly adhered to by all school personnel.

10.3.5 Instructions Regarding Communicable Diseases -Instruction on the principal modes by which communicable diseases are spread and the best methods for the restriction and prevention of these diseases shall be taught to students with inservice education provided to all staff members.

**For a clearer understanding of the phrase "spread by casual contact" refer to The New England Journal of Medicine, February 6, 1986, p. 346.*

10.4 HIV/AIDS

DEKALB COUNTY BOARD OF EDUCATION POLICY STATEMENT ON HIV/AIDS

Preamble:

Adapted from suggested policy by the National Association of State Boards of Education, 1996.

The DeKalb County School System shall strive to protect the health and safety of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote these goals.

The evidence is overwhelming that the risk of transmitting Human Immunodeficiency Virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with Acquired Immunodeficiency Syndrome (AIDS) poses no significant risk to others in school, day care, or school athletic settings.

10.4.1 School Attendance - A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

School authorities shall determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision-makers must consult with the student's physician and parent/guardian; respect the student's and family's privacy rights; and reassesses the placement if there is a change in the student's needs for accommodations or services.

10.4.2 Employment -The DeKalb County School System does not discriminate on the basis of HIV infection or association with another person with HIV infection. An employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

10.4.3 Privacy and Confidentiality - Students or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required. Every employee shall treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for

disciplinary action, criminal prosecution, and /or personal liability for a civil suit. The right to individual privacy is protected by the 14th Amendment; therefore, certain information about the student or the employee must be secure and protected. All health records, notes, and other documents that reference a person's HIV status shall be kept in a secure and confidential file apart from any student record or employee file. HIV status will not be added to a student's permanent educational record without written consent. No information regarding a person's HIV status may be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent/guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure.

10.4.4 Infection Control - School employees must consistently follow infection control guidelines in all settings and at all times both on and off school property. This includes playgrounds, school buses, sporting events, and school functions off campus. Schools shall operate according to the standards set forth 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 shall be maintained and kept reasonably available. A school staff member shall alert the school nurse if a student's health condition or behavior presents reasonable risk of transmitting any infection (i.e. bleeding, biting, scratching, or other risky behaviors).

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

10.4.5 HIV and Athletics -Participation in physical education, athletic programs, competitive sports and recess is not contingent on a person's HIV status. Reasonable accommodations should be made to allow students living with HIV infection to participate in school-sponsored physical activities.

All employees shall consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks will reflect these guidelines. First aid kits shall be on hand at every athletic event.

All physical education teachers and athletic program staff shall complete an approved first aid and injury prevention course. This includes implementation of infection control guidelines and student orientation about safety on the playing field

10.4.6 HIV Prevention Education -The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV.

The Alabama State Board of Education mandates instruction in AIDS education grades 5 through 12.

Parents and guardians shall have convenient opportunities to preview all HIV prevention curricula and material. School staff members shall assist parents or guardians who ask for help discussing HIV infection with their children. If a parent or guardian submits a written request to a Principal that a child NOT receive instruction in a specific HIV prevention topic at school, and assures that the topics will be discussed at home or elsewhere, the child shall be excused without penalty.

10.4.7 Related Services - Students shall have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection.

10.4.8 Staff Development - All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and includes annual review sessions.

10.4.9 General Provisions - Upon request, school administrators shall make available to students, their family members, and school personnel current policies concerning HIV infection and provide convenient opportunities to discuss them.

10.4.10 Course of Action To Follow

a. Purpose

To insure that bodily fluids involving blood, vomitus, urine, feces, semen, saliva and nasal discharges are handled properly.

b. Those Affected

All school staff should be alerted to dangers of infections from bodily fluids. School nurses, custodians, and teachers should be particularly alert to the proper techniques in handling and disposal of materials.

c. Equipment Needed

- Soap
- Disposal Bags
- Water
- Dust Pans
- Paper Towels
- Buckets
- Disposal Gloves-Latex (unless allergic)
- Mops
- Disinfectants – should be one of the following classes:
- Phenolic germicidal detergent in a 1% aqueous solution (e.g. Lysol*)
- Sodium hypochlorite solution (household bleach*)
- Quaternary ammonium germicidal detergent in 2% aqueous solution, (e.g., Tri-quat*, Mytar*, or Sage*)
- Iodophor germicidal detergent with 500ppm available iodine (e.g., Wescodyne*)
- Sanitary absorbing agent (Chlora Sorb*, X-O Odor Away*)

*1/2 cup per gallon water

d. Procedures

- **General**
 - Wear disposable gloves before making contact with bodily fluids during care, treatment, and all cleaning procedures.
 - Discard gloves after each use.
 - Wash hands after handling fluids and contaminated articles, whether or not gloves are worn.
 - Discard disposable items including tampons, used bandages, and dressings in plastic-lined trash container with lid. Close bags and discard daily.
 - Do not reuse plastic bags.
 - Use disposable items to handle bodily fluids whenever possible.
 - Use paper towels to pick up and discard any solid waste materials such as vomitus or feces.
- **Hand washing: The first line of defense against the spread of disease.**
 - Use soap and running water. Soap suspends easily removable soil and microorganisms allowing them to be washed off.
 - Rub hands together for approximately 10 seconds to work up a lather.
 - Scrub between fingers, knuckles, backs of hands and nails.
 - Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
 - Use paper towels to thoroughly dry hands.
 - Discard paper towels.
- **Safe Glove Use**
 - Hand washing is essential to prevent the spread of disease and is not replaced by the use of gloves.
 - Gloves help prevent the transmission of germs from one person to another.
 - Gloves may be worn to protect the wearer or they may be worn to protect others from the wearer. For example, gloves may be worn to protect the wearer when assisting a person with a bloody nose. However, food preparers protect the public by handling food wearing gloves instead of bare hands.
 - If you wear contaminated gloves in public areas and touch things such as telephones, doors, or drawer handles, you put everyone at risk for infection.

- Gloves do not provide total protection, since defects may occur. The combination of gloves, followed by good hand washing upon removal, offers the most complete protection.
- To put on single-use disposable gloves:
 - ❖ Check gloves for tears.
 - ❖ Put gloves on so that they fit smoothly and are not too big or loose.
 - ❖ Avoid excessive stretching of gloves.
 - ❖ Inspect gloves once they are on to make sure there are no holes.
- The outside of used gloves should be considered a health hazard. Avoid contacting any bare skin with the outside surface of used gloves.
- To remove gloves:
 - ❖ Grasp the cuff area of one glove using other gloved hand.
 - ❖ Pull the glove off the hand, allowing it to turn inside out.
 - ❖ Grasp and contain the removed glove within the palm of the gloved hand.
 - ❖ Place the thumb of the ungloved hand underneath the cuff (between skin and glove) of the gloved hand, and remove it by pulling inside out, over the first glove.
 - ❖ Both soiled glove surfaces are now contained inside the second glove.
 - ❖ Discard gloves immediately.
 - ❖ After removing gloves, wash and dry hands thoroughly.
- Gloves must be changed:
 - ❖ Between each person touched.
 - ❖ When gloves are torn or develop a hole.
 - ❖ Upon completion of each task involving contamination with bodily fluids.
- For washable surfaces
 - ❖ For tables, desks, etc.:
 - Use Lysol, or household bleach solution of 1 part bleach to 10 parts water, mixed fresh.
 - Rinse with water if so directed on disinfectant.
 - Allow to air dry.
 - When bleach solution is used, handle carefully.
 - Gloves should be worn since the solution is irritating to skin.
 - Avoid applying on metal since it will corrode most metals.
 - ❖ For floors:
 - One of the most readily available and effective disinfectants is bleach solution (1-1/2 cups bleach to one

(1) gallon water.)

- Use the two bucket system – one bucket to wash the soiled surface and one bucket to rinse as follows:
 - In bucket #1, dip, wring, mop up vomitus, blood.
 - Dip, wring and mop once more.
 - Dip, wring out mop in bucket #1.
 - Put mop into bucket #2 (rinse bucket) that has clean disinfectant (such as Lysol, bleach solution).
 - Mop or rinse area.
 - Return mop to bucket #1 to wring out. This keeps the rinse bucket clean for a second spill in the area.
 - After all spills are cleaned up, proceed with #3.
 - Soak mop in the disinfectant after each use.
 - Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate.
 - Rinse non-disposable cleaning equipment (dustpans, buckets) in disinfectant.
 - Dispose disinfectant solution down a drain pipe.
 - Remove gloves, if worn, and discard in appropriate receptacle.
 - Wash hands as described in #2.
- For non-washable surfaces (rugs, upholstery)
 - ❖ Apply sanitary absorbing agent; allow to dry then vacuum.
 - ❖ If necessary, use broom and dustpan to remove solid materials.
 - ❖ Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.
 - ❖ If a sanitizing carpet cleaner only available by water extraction method is used, follow the directions on the label.
 - ❖ Clean dustpan and broom if used. Rinse in disinfectant solution.
 - ❖ Air dry.
 - ❖ Wash hands as described in #2.
 - For soiled washable materials (clothing, towels, etc.)
 - ❖ Wash clothing soaked in bodily fluids separately from other items.
 - ❖ Rinse item under running water using gloved hands, while using caution not to splatter blood or bodily fluids into eyes, nose or mouth.
 - ❖ Place item in plastic bag and seal unit until item is washed. Plastic bags containing soiled washable material must be clearly identified if outside laundry service is used.
 - ❖ Wash hands as described in #2.
 - ❖ Wipe sink with paper towels then discard.
 - ❖ If material is bleachable, add ½ cup bleach to the wash cycle.

- ❖ Discard plastic bag.
- ❖ Wash hands as described in #2 after handling soiled items. If disposable gloves were worn, remove properly and wash hands.

Transmission concerns in the school setting

Bodily Fluids Source of Infectious Agents.

| Bodily Fluid Source | *Organism of Concern | Transmission Concern |
|---|--|--|
| Blood Cuts & Abrasions Nosebleeds Menses | Hepatitis B Virus AIDS Virus Herpes Virus Cytomegalovirus | Blood inoculation through cuts & abrasions on hands Contaminated Needle Direct Bloodstream Inoculation |
| **Feces | Salmonella Bacteria Shigella Bacteria Incontinence Rotavirus Hepatitis A Virus | Oral inoculation from contaminated hands |
| **Urine Inoculation from Hands | Cytomegalovirus Incontinence | Bloodstream, oral and mucus membrane Inoculation from hands |
| **Respiratory Secretions-Saliva Nasal Discharge | Mononucleosis Virus Common Cold Virus Influenza Virus Hepatitis B Virus | Oral inoculation from contaminated hands Sharing of food and drinks or Toothbrushes Kissing |
| **Vomitus | Gastrointestinal Viruses, e.g. (Norwalk Agent Rotavirus) | Oral inoculation from contaminated hands |
| Semen | Hepatitis B Aids Virus Gonorrhea | Sexual Contact |

*This is not an all-inclusive list of organisms of concern for transmission in the school setting.

**Possible transmission of AIDS is currently thought to be of little concern from these sources.

10.5 Health and Safety

All athletic coaches should be current in First Aid.

Teachers shall inform students of the dangers of drugs, alcohol, tobacco, and other health hazards in accordance with approved guidelines. Students shall be instructed in pedestrian safety and the importance of precautionary measures with regard to potential kidnappings and child abuse. Direction for a comprehensive Health Program shall be provided by the Nurse Supervisor and assistants.

10.6 School Setting

Communicable Diseases That May Be Encountered In The School Setting

The number one way of preventing the spread of germs/viruses is proper hand washing. Encourage students to wash their hands frequently and be a good role model in hand washing.

a. AIDS

AIDS stands for Acquired Immune Deficiency Syndrome. Acquired means you can get infected with it. Immune Deficiency means a weakness in the body's system that fights disease. Syndrome means a group of health problems that make up a disease. A virus called HIV, the Human Immunodeficiency Virus, causes AIDS. Human because this virus can only infect human beings. Immunodeficiency because the effect of the virus is to create a deficiency, a failure to work properly, within the body's immune system. Virus because it reproduces by taking over the mechanics of the human cell.

If you get infected with HIV your body tries to fight infection by making "antibody" molecules. When you get a blood test for HIV, the test looks for these antibodies. If you have them in your blood, it means that you have HIV infection. Being HIV positive, or having HIV disease, is not the same as having AIDS. Many people are HIV-positive but don't get sick for many years. As HIV disease continues it slows down the immune system. Viruses, parasites, fungi and bacteria that usually don't cause problems can make you very sick if your immune system is damaged.

How do you get AIDS? You don't actually "get" AIDS. You might get infected with HIV, and later you might develop AIDS. You can get infected with HIV from anyone who's infected even if they do not look sick or haven't yet been tested positive for HIV.

Most get the HIV by:

- Unprotected sex with an infected partner.
- Direct blood contact, including sharing injection drug needles and blood transfusions infected with the virus.
- Semen
- Vaginal secretions
- HIV-infected mother that passes the virus directly before or during birth, or through breast milk.

People cannot get HIV through casual contact such as:

- Touching
- Restaurant food
- Shaking hands
- Water fountains
- Hugging
- Gyms
- Sneezing or coughing
- Swimming pools
- Kissing
- Telephones
- Eating or drinking utensils

- Typewriter
- Bathroom toilets
- Pens or pencils

b. Animal And Human Bites

While it is theoretically possible for any mammal to develop rabies, rodents have not been implicated in transmitting the disease; therefore a child bitten by a squirrel, rat, mouse, gerbil, hamster, or a rabbit is not considered to be in danger, but a physician should be consulted. Common carriers of rabies are dogs, cats, foxes, skunks, and raccoons. Bats carry rabies but only bite if handled. Human bites that break the skin have the greatest potential for infection and transmission of communicable diseases. Management includes washing and irrigating the area with copious amounts of soap and water. Apply a loose dressing. Consider if a tetanus booster will be needed. Notify the School Nurse or personal health care provider and follow his/her recommendations.

c. Chicken Pox

Chicken pox is an acute, generalized viral disease caused by the varicella zoster virus. The rash is a clear blister with redness around it. It soon forms a crust and scabs. It usually starts on the scalp, face, chest and abdomen and spreads to the arms and legs. There is usually a mild fever and intense itching. Management includes exclusion from school until all lesions are scabbed over and dry. Remind all parents that a vaccine is available and recommended.

d. Fifth Disease

Fifth disease is believed to be spread through direct contact or by breathing in respiratory secretion from an infected person. The period of infectiousness is before the onset of the rash. Once the rash appears, a person is no longer contagious. Therefore, a child who has been diagnosed with fifth disease need not be excluded from school. If a pregnant woman becomes infected with parvovirus B19, the fetus may suffer damage, including the possibility of stillbirth. The woman herself may have no symptoms or a mild illness with rash or joint pains. A pregnant woman that has been exposed to fifth disease should consult her physician and follow his/her recommendations.

e. Hepatitis

Hepatitis is a serious disease that affects the liver and can cause long-term damage. Different types of germs (both bacteria and viruses) can cause hepatitis.

- The Hepatitis A virus causes Hepatitis A. It often spreads because of poor personal hygiene habits, such as not washing hands after a bowel movement. You can also get Hepatitis A by eating foods or drinking beverages contaminated with the virus.
- Hepatitis B virus causes Hepatitis B. Hepatitis B virus may be found in

blood and can be spread through contact with infected blood or blood products. You can get Hepatitis B by injecting drugs with a dirty needle used by someone who is infected with the Hepatitis B virus. You can get Hepatitis B by sharing razors or toothbrushes with an infected person. Hepatitis B is also spread through certain bodily fluids of an infected person such as semen and vaginal secretions, and can be spread by having sex with someone who has the diseases. Hepatitis B can be serious and even fatal causing such illness as liver cancer. There are ways to help protect yourself against Hepatitis B. An important way is to minimize known risks by making changes in your behavior and lifestyle. There are also vaccines that can help protect you against Hepatitis B. The vaccine is a series of three injections over a 6 month period of time. However, these vaccines may not protect everyone who receives them. Talk with your doctor or healthcare provider to find out if vaccination is right for you.

- Hepatitis C virus is another cause of hepatitis. You can get this type of hepatitis through contact with contaminated blood or by having sex with an infected person. Less commonly, Hepatitis C is passed on through household contact. Hepatitis C is dangerous because it is often slow spreading and silent and lasts a long time. It is one of the major causes of cirrhosis in the United States, and it is probably also a major cause of liver cancer worldwide.
- Hepatitis D Virus needs Hepatitis B virus to actively infect the liver. People who are immune to Hepatitis B virus are safe from Hepatitis D. When Hepatitis D does become active, it can be extremely dangerous. This form of hepatitis exists worldwide, but is generally spread in different ways in different regions. In areas where the disease is less common, such as the United States and Northern Europe, Hepatitis D is spread by contact with infected blood and blood products. Here, two groups of people have the highest risk of getting it; people with hemophilia (those who bleed a lot because their blood does not properly clot) and drug addicts.
- Hepatitis E is usually spread through impure drinking water. Outbreaks of Hepatitis E have caused high death rates in pregnant women. People who have traveled to Asia, Africa, and Central and South America may be at greater risk of contracting Hepatitis E.

f. Impetigo

Impetigo is a superficial bacterial skin infection that can be spread by direct contact or objects contaminated with drainage. The primary lesion is a small superficial vesicle that rapidly becomes pustular. It is honey colored and is most frequently found on fingers and face but may occur anywhere on the body. Multiple lesions are usually present and the student will have intense itching.

Treatment consists of good hand washing including fingernails, to reduce the spread. Gently wash with soap to remove loose crusts. Apply direct pressure to control any bleeding under removed crusts. Approved antibacterial ointment may be applied.

Refer moderate, not improving, extensive or severe cases to a health care provider. Students may stay in school if under treatment and lesions are lightly covered while in school.

g. Lice (Pediculosis)

Pediculosis capitis, also called pediculosis or head lice, is a common problem for children and their families. The head louse is a wingless insect that lives on the human scalp and lays eggs (nits) in the hair. It cannot hop or fly, but crawls rapidly. Because the head louse is very difficult to see, it is usually diagnosed by the presence of nits. Personal physical contact or common use of combs, brushes or headgear transmits lice. Teachers should screen their classroom of students periodically. Students identified with pediculosis should be sent to the office or health room while respecting the student's confidentiality. Ask parents to come to the school to take the child home. Once the student has been treated and any remaining nits manually removed, the parent/guardian must bring him/her to school for a re-check. The nurse or other school official will either clear the student to return to class or send him/her back home. Students should not ride the school bus until school officials have cleared them. Education is a major component of lice control in the school setting. Teach children not to share their combs, brushes, hair barrettes, hats, etc. Provide the parents with the parent information sheet that informs them of the three steps in treating head lice.

h. Meningococcal Disease

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

The symptoms of meningococcal disease include:

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High

school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory.

i. Mononucleosis

Infectious mononucleosis is a viral disease that affects certain blood cells. It is caused by the Epstein-Barr virus (EBV), which is a member of the herpes virus family and one of the most common human viruses. Most cases occur sporadically. Outbreaks are rare.

While most people are exposed to the virus sometime in their lives, very few go on to develop the symptoms of mono. The virus is spread by person-to-person contact, via saliva (on hands, toys, kissing or drinking after one another).

Symptoms include fever, sore throat, swollen glands and feeling tired. Sometimes the liver and spleen are affected. Symptoms appear from four to six weeks after exposure. Duration is from one to several weeks. The disease is rarely fatal. No treatment other than rest is needed in the vast majority of cases. Due to the risk of rupture of the spleen, contact sports should be avoided until a physician has given clearance.

j. Pink Eye (Conjunctivitis)

Conjunctivitis is an inflammation and/or infection of the conjunctiva (mucous membrane lining the eye). It is caused by allergens, irritants, bacteria or a virus.

Symptoms include redness of the sclera, a watery or purulent discharge, itching, eyelids may be red and swollen, especially on waking from sleep. Student may be very light sensitive. The symptoms usually begin in one eye and is spread to the other by hand, contaminated eye mascara, etc.

Management is done with specific care based on likely cause or medical diagnosis.

Refer student to their health care professional for specific diagnosis. The health care provider may prescribe antibiotic drops or ointment. Students may return to school when treatment has begun. A cool compress may be used for temporary relief. Educate students on proper hand washing and keeping finger/hands away from eyes. Educate about not sharing face washcloths and eye makeup. Discard any used eye makeup.

k. Ringworm

Tinea corporis, ringworm of the body, is common ringworm. It appears on the arms, chest, abdomen, and more rarely the face. It starts as a tiny red spot that slowly grows in a circular fashion, clearing in the center as it enlarges. The edges remain reddish and scaly. No scabs, pus, or crusts are formed. Most children have a single lesion, but on occasion, a child will develop more.

Children often develop small, round, whitish depigmented areas on their cheeks and upper arms. This is definitely not ringworm and is not contagious. Its cause is unknown, but it waxes and wanes without treatment and is completely harmless. If one looks carefully, it is easy to see that the edges of the whitish circular area look the same as the center, thus distinguishing it from ringworm.

A physician will treat ringworm of the body, feet, and groin with medication. The first treatment renders student's non-contagious so that they can stay in school during treatment until the sores are gone.

l. Scabies

Typical findings of scabies include a “burrow”, a tiny, pale, irregular line that marks the path of the scabies mite. It is commonly found on the back of the hands, a web of fingers, lower abdomen, chest, and axilla. It is less common on the lower legs. Rare on face, midback, palms, and soles. Itching is intense especially at night. It is frequently found in other family members.

Students should be excluded from school. They may return 24 hours after treatment of a proper medication. Parents should wash clothes and bed linen in hot water.

m. Staphylococcus Aureus (Staph) Infections

Staph infections can affect anyone. In mild cases, they are successfully treated with proper hygiene and the use of appropriate antibiotics. In severe instances or if left undetected and untreated, these infections can spread from the tissue into the bloodstream and/or bone and become a life threatening condition.

The staph infection may present as a small, pimple-like bump. As the infection advances, the involved area becomes red, swollen and tender, evolving into the form of an abscess or boil with pus drainage. A possible infection should be evaluated and treated by a physician.

Hand washing is the most important means of preventing the spread of infection. Keep all cuts and scrapes clean and covered with a dressing or bandage until healed. Follow your health care provider’s instructions on proper care of the wound. School personnel should follow standard precaution guidelines.

n. Tuberculosis

TB is a disease caused by bacteria called *Mycobacterium tuberculosis*. This disease primarily affects the lungs, but can invade any organ in the body. TB bacteria is spread through the air when a person with TB disease of the lungs coughs or sneezes. People nearby may breathe in these bacteria and become infected.

A TB skin test is one method used to diagnose TB infection. A tiny needle is used to inject testing material, called tuberculin, into the upper layer of skin, usually on the forearm. A trained health care worker examines the site for palpable swelling 48-72 hours after infection. If swelling is noted on the arm, the trained professional will take measurements. A positive reaction, usually a small bump, means the person probably has TB infection.

There is a difference between the TB infection and TB disease. Most people with a healthy immune system that breathe in TB bacteria and become infected do not get sick. This is called latent TB infection. The bacteria become inactive but remain alive in the body and can become active later. A person with latent TB infection does not feel sick and cannot spread TB bacteria to others. They usually have a positive skin test reaction, normal chest x-ray, and sputum test. Medication is often prescribed to prevent the development of TB disease.

If the immune system is weak it may allow the TB bacteria to grow in the body and cause active TB disease. They may have symptoms such as coughing up blood, pain in the chest, loss of appetite, weakness, no appetite, fever, chills and sweating at night.

They usually have a positive skin test, abnormal chest x-ray, and sputum culture. If untreated, bacteria can move through the blood to other body parts such as the kidney, spine, and brain. People with active TB are capable of infecting others. Medications, which can cure TB, are prescribed for 6 – 12 months. It is important to take the medication as prescribed in order to kill the bacteria.

o. West Nile Virus

The West Nile Virus is transmitted from bird to bird (reservoir hosts) and by mosquitoes (vectors) with incidental infection of humans and animals. In the United States, peak transmission is June through October (corresponding to mosquito activity). Incubation is three to twelve days. Human infection is usually asymptomatic or mild. Mild infection may have sudden onset with fever, malaise, headache, and loss of appetite with duration of 3-6 days. Severe infection involves the central nervous system, e.g., meningitis or encephalitis. Early signs are similar to other viral infections so diagnosis may be delayed.

The focus for prevention is control of mosquito populations and exposure. Skin products with up to 25% DEET (10% concentration maximum for children) and mosquito avoidance are advised. Property owners/residents and public health department should control or treat standing or stagnant water (mosquito breeding areas) such as household water drains, clogged rain gutters, bird baths, pools and inadequately maintained ponds.

10.7 Other Health Related Issues In The School Setting

10.7.1 Food Allergies

See the Food Allergies under the Child Nutrition Program

10.7.2 Individualized Health Care Plans

The registered school nurse will develop an individualized health care plan for students with chronic health problems. For example, individualized health care plans will be written for students who have diabetes, asthma, anaphylactic reactions, seizures etc. The individualized health care plan helps to ensure a better understanding of the student's health needs and is directly reviewed with school personnel with a "need to know".

10.7.3 Medications

The following is a summary of the DeKalb County Board of Education Medication Policy.

1. Student's Responsibilities:

- a. Students will not deliver medications to the school.
- b. Students may self-medicate only when they have met the criteria for self-administration according to policy.
- c. Students who have doctor's authorization to have medication on their person i.e. asthma inhalers, or epi-pens, will not share medication with other students.
- d. Students will notify their teacher/school personnel at the onset of any

distress or allergic reaction. The student will know where medication is kept and be familiar with personal action plan.

2. Parent's Responsibilities:

- a. The parent/guardian at home will give most medication. Medication prescribed for three times a day should be given at home, just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception to this schedule is medication that must be given before or along with meals. Contact the principal if there are other special conditions that need to be taken under consideration. The first dose of a new medication should not be given at school in case of an allergic reaction.
- b. The parent/guardian will obtain a signed statement from a licensed prescriber that includes the name of the student, name of the medication with the dosage, route, frequency and time of administration. The statement needs to include the date of the order and the discontinuation date if applicable. Any known drug allergies or reactions are to be recorded. If the medication order is changed during the school year, an updated, signed prescriber statement is necessary.
- c. The parent/guardian must sign a consent form before medication is given at school. This authorizes school personnel to administer the medication during the school hours.
- d. The parent/guardian should bring the medication in a correctly labeled pharmacy container that includes the student's name, name of medication, strength, dosage, time interval, route and date of drug's expiration as appropriate. If the parent provides sample medication from the health care provider's office, the sample should have specific written instructions. Non-prescription medication must be in the original container with the student's name written on it.
- e. The parent/guardian will supply any equipment that will be needed in administering medication such as a measuring cup.
- f. When the medication is complete, out of date, or at the end of the school year, parents will need to pick up any unused medicine. Medication not picked up by the parents will be destroyed in the presence of a witness by the principal, his/her designee, or school nurse.

3. School's Responsibility

- a. The principal and the school nurse will designate and train specific personnel who shall ensure the **correct** student gets the **correct** medication, in the **correct** dosage, by the **correct** route, at the **correct** interval, and with the **correct** documentation.
- b. Medication is to be stored in the original pharmacy container. Medication is to be stored in a secure locked clean container or cabinet. Medications requiring refrigeration should be refrigerated in a secure area, not easily accessible by students. Medication should not be stored

- in food storage areas. No more than a 6-week supply of medication should be stored at school.
- c. The administration of medication is a serious procedure. Physician's orders and written procedures should be strictly followed.
 - d. Students may have side effects from the medication that will require attention.
 - e. The first dose of a new medication should not be given at school in case of an allergic reaction.
 - f. Oral medication should not be administered to a student who is vomiting or has recently vomited.
 - g. Two people must count controlled substance drugs. If in doubt whether the medication is a controlled substance or not, count the medication and record on the administration record.
 - h. Medication not picked up at the end of the school year will be destroyed in the presence of a witness.

10.7.4 Screenings

1. Vision and Hearing

Vision and hearing are essential senses for learning. Vision and Hearing Screenings will be conducted on a referral basis and a preselected grade/s will have mass screenings conducted. Screening is not diagnostic. Children who fail the screening will be referred for a professional exam, diagnosis and treatment. Screening will not identify every child who needs to be referred, nor will every child who is referred require treatment. In addition to detecting problems, these screenings are valuable in raising the awareness of parents, teachers and the community of the importance of annual eye care.

2. Spinal Screenings

The goal is that children having spinal deformities be detected early and placed under medical care before serious disability and deformity occur. The program is designed to screen children at school and to teach students and their parents about spinal deformities.

3. Scoliosis, the medical term for lateral curvature of the spine, is a common disorder.

Between five and ten percent of school children have spinal curves. It is slightly more common in girls than boys and has its onset usually about ages ten to twelve. About 85 percent of curves are idiopathic (of unknown origin), although there appears to be a strong familial tendency in the idiopathic group.

In addition to scoliosis, kyphosis, or "humpback," and lordosis, sometimes referred to as "swayback," can be seen in the same age groups to be screened. Kyphosis and lordosis are much less common than scoliosis.

Although most curvatures are of minor consequence, progressive spinal deformity may lead to crippling spine deformity and heart and lung problems: therefore, early detection and treatment are essential. When detected early, treatment with a brace may prevent the progression of the deformity and may prevent the need for surgery. When detected late, surgery may be necessary.

Spinal deformities, in the early years, often go undetected because of the painless onset.

Unless the condition is severe, it will not be visible to parents or others in the fully clothed child. Parents cannot be expected to detect the curve at an early state. Early detection, however, can be accomplished by mass screening of the critical age groups by trained personnel. Therefore, all school children in grades 5, 6, 7, 8 and 9 (ages 11 through 14) should be screened once a year for this potential problem.

10.7.5 Mental And Physical Exams For Employees

Employees will be notified when screenings are available.

10.8 *Emergency Care (Resuscitation)*

It is the intent of the DeKalb County Board of Education to provide such life sustaining emergency medical care to students as may appear to be necessary and appropriate.

10.9 *Automated External Defibrillator (AED)*

On-site responders are more likely to arrive quickly than the Emergency Medical Services (EMS) to incidents of “sudden death”. Therefore, by equipping and training employees in the use of AEDs we will increase the potential to save lives through AED intervention.

Recommended response to potential sudden death incidents:

1. Assess the scene for safety before approaching the victim.
2. Determine responsiveness/level of consciousness (tap and shout).
3. Activate the Emergency Action Plan:
 - a. Dial 911.
 - b. Send a “runner” to retrieve the AED.
 - c. Alert administration of emergency by “runner”, phone, intercom, or 2-way radio.
 - d. Notify family as soon as possible without delaying rescue efforts.
4. CPR-trained individuals will assess the victim and, if needed, begin CPR until the AED arrives. Observe Universal Precautions.
5. Turn on AED: Follow voice prompts.
6. When EMS arrives release the care of the victim to EMS.
7. Determine if family members have been notified of transport.
8. Post Event:
 - a. Clean AED using manufacturing recommendations.
 - b. Return AED to designated location.
 - c. Contact System Coordinator (Assigned by Superintendent) to replace any used supplies.
 - d. Complete Unusual Occurrence Report. Provide Principal and System Coordinator with a copy.
 - e. If needed, Administrators may arrange an informal debriefing with the local counselors.

Authorized AED Users: The AED may be used by any trained staff or volunteer responder who has successfully completed an approved CPR/AED training program. Trained staff members should have a refresher course every two years.

Location of AED's: The AED will be at designated locations. These locations shall be specific to each school but should allow the device to be easily seen by staff. The location should allow staff members to retrieve the device outside of normal school hours. AEDs are not to be removed from the school campus.

Routine Maintenance: The principal or designee will check the AED monthly and initial the attached checklist. The principal or designee will contact the Program Coordinator (assigned by Superintendent) of any problems noted.

10.10 CPR

In order to meet the CPR requirements for students and staff, the DeKalb County Board of Education has signed an agreement to become an American Heart Association training site under the training center of Northeast Alabama Community College. The American Heart Association program manual and updates will be followed along with the guidelines set by the NACC Training Center.

The Superintendent of Education will select a coordinator for the training site. CPR Instructors will be selected and trained from each school as needed.

Fees for CPR Classes will be as follows:

- a. Students in the high school Health classes will be charged a \$20.00 lab fee.
- b. Students in the Health Sciences classes at the Career Tech School will be charged a \$5.00 lab fee.
- c. Staff requiring CPR certification to complete their job responsibilities will be free of charge.
- d. Staff wanting CPR, but not required, will be charged a \$5.00 fee.
- e. Substitutes, Volunteer Coaches, and others who may be considered non-employees but approved by the Board will be charged a \$10.00 fee.
- f. Replacement card fee is \$5.00.

Instructors will be required to give a 30 day notification before classes to the coordinator. This notification will give the coordinator time to assist with supplies and make arrangements for monitoring if needed.

Instructors will be required to return all supplies to the Training Site Coordinator immediately after the class. All mannequins must be cleaned appropriately before returned. The coordinator will issue cards once supplies are returned along with the roster, skills, check off sheets, evaluations and test (if required).

10.11 Drug Education

The DeKalb County Board of Education authorizes the establishment of a drug education program to be provided at all grade levels, subject to Board review and approval, which is comprehensive in scope and directed toward the acquisition of factual information to promote the development of positive attitudes and values. The program shall concentrate on the physical and psychological causes of drug abuse as well as its consequential effects and symptoms in order to establish an effective program of prevention. Program will be reviewed annually by a committee to be selected and approved by the Board.