

**POLICIES AND
PROCEDURES**

OF THE

**LAUDERDALE COUNTY
BOARD OF EDUCATION**

PREFACE

Established under authority of state law, the Lauderdale County Board of Education is charged with the administration and supervision of the public schools in Lauderdale County. Major responsibilities include the adoption and implementation of formal policies to be used in the day to day operations of the school system. Keeping in mind that policies are adopted partly for the purpose of meeting the requirements of pertinent law, they do not establish or create a legal right, claim, entitlement, or interest to or in any title, position, assignment, duty, work location, level or rate of compensation, benefit, or term of employment. Any provision of Board policy that does not conform to governing law should be deemed void and superseded by such law.

These Board policies attempt to put together certain laws, regulations and policies concerning the Lauderdale County School System. These policies attempt to create an understanding through which the superintendent, his staff, and teachers may carry out their duties with positive direction. These policies contain rules, regulations, and procedures that are necessary to carry out these duties and responsibilities. However, policies do not restrict the ability of the Board or its employees to respond reasonably and flexibly to unexpected contingencies, emergencies, and other conditions that call for a response that is tailored to unique or special circumstances.

It is suggested that every stakeholder become familiar with these policies and make any suggestion that he/she feels will be beneficial to our school system. It is suggested that sections affecting students be used in developing local school policies.

The Parent\Student Handbook and the Employee Handbook are deemed an extension of Board Policy and have the same force and effect thereof.

Lauderdale County Board of Education

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BOARD MEMBERS

Ralph Thompson, *Chairman*
Barbara Cornelius, *Vice-Chairman*
Dan Beavers
Chad Holden
Daniel Patterson

William L. Valentine - *Superintendent*
Vicky L. Tubbs - *Secretary*



RESOLUTION OF LAUDERDALE COUNTY BOARD OF EDUCATION

WHEREAS, The Student First Act of 2011 ("ACT") repealed existing statutes that are in conflict or that are otherwise inconsistent with the ACT, including, but not limited to, *Ala. Code §16-24-1 et seq.*, *Ala. Code §36-26-100, et seq.* and *Ala. Code §16-24B-7*; all such repealed existing statutes collectively referred to herein as "*Repealed Existing Statutes*."

WHEREAS, the Lauderdale County Board of Education policy manual and/or personnel handbook and other documents reference procedures and policies in regard to teachers, classified employees and other employees, as set forth in the *Repealed Existing Statutes* as set forth above; and,

WHEREAS, the Lauderdale County Board of Education intends that its existing policies and procedures as set forth in the Lauderdale County Board of Education policy manual and all other documents conform to the requirements of the Students First Act of 2011, irrespective of any reference to the procedures dictated by the *Repealed Existing Statutes*;

NOW, THEREFORE, be it resolved by the Lauderdale County Board of Education that all references in the Lauderdale County Board of Education policy manual and all other documents relating to the *Repealed Existing Statutes* are hereby deleted, removed, made void and of no effect. All rights, remedies and obligations with respect to employment actions affecting or involving employees of the Lauderdale County Board of Education shall be controlled by the provisions of the Students First Act of 2011. This resolution shall be retroactive to July 1, 2011.

DONE this 15th day of December, 2011.



Board Chairman

Attest:

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1.0

SCHOOL SYSTEM
ORGANIZATION

1.0 SCHOOL SYSTEM ORGANIZATION

1.01 SCHOOL SYSTEM'S LEGAL STATUS

The School System derives its legal status from the Alabama State Legislature, which is subject only to the United States Constitution and to the Alabama State Constitution. Therefore, education is a state function.

Section 256 of The Constitution of the State of Alabama states:

“The legislature may by law provide for or authorize the establishment and operation of schools by such persons, agencies or municipalities, at such places and upon such conditions as it may prescribe . . .”

This section from the Alabama Constitution makes clear the State Legislature's authority in regard to education.

2.0

SCHOOL BOARD ORGANIZATION

2.0 SCHOOL BOARD ORGANIZATION

2.01 SCHOOL BOARD'S LEGAL STATUS

The Constitution of Alabama places the responsibility for establishing and maintaining an efficient system of public schools on the State Legislature. At the local level, the Legislature has provided for two basic administrative units - a county board of education and a city board of education. Legally, local school boards are instruments of the State Legislature and derive their authority from the Constitution of Alabama, *The Code of Alabama, 1975*, and rules and regulations of the State Board of Education.

2.0 SCHOOL BOARD ORGANIZATION

2.02 SCHOOL BOARD'S AUTHORITY

The Board is a legal body created by the laws of the State of Alabama. Its members are state officials receiving their responsibilities and powers from state law. Board members have no authority over school affairs as individuals. They have complete authority, within state law, over school affairs when they serve as a legal body. The Board is, in practice, primarily a policy-making body. Although legally authorized to administer policy, the Board delegates this function to an officer of the Board, the Superintendent of Schools. Delegating the administrative function makes the Board responsible for evaluating the effectiveness of the execution of Board policies. Evaluation by the Board requires continuous appraisal of the results of its educational policies as well as the effectiveness of the general administration.

The Code of Alabama, 1975, Title 16, Chapter 8, specifically grants county boards of education all powers necessary and proper for the administration of management of the free public schools within such county. As members of an instrumentality created by the State, Board members are officers of the State, but they have local jurisdiction. Board members have authority only when functioning as a body in a legally called regular or special meeting. The powers of the Board are delegated only to the Board as a body. No authority is granted to members acting as individuals.

2.0 SCHOOL BOARD ORGANIZATION

2.03 SCHOOL BOARD POLICY

The Board shall, upon written recommendation by the Superintendent, determine and establish a written educational policy for the district and shall prescribe rules and regulations for the conduct and management of the schools. The Lauderdale County Board of Education may approve, amend or revoke policies of the Lauderdale County Board of Education. All personnel affected by changes are to be notified and corrections placed in the policy book. The Board may consult with various people in the system for input.

No policy in these by-laws shall be operative if it is proved to be in conflict with any laws in the state of Alabama.

2.0 SCHOOL BOARD ORGANIZATION

2.04 SCHOOL BOARD MEMBERSHIP

The County Board of Education shall be composed of five members, who shall be elected by the qualified voters of Lauderdale County, School District #1 (Outside City Limits of Florence). (16-8-1, Code of Alabama)

2.0 SCHOOL BOARD ORGANIZATION

2.05 SCHOOL BOARD TERM OF OFFICE

Members shall be elected for terms of six (6) years. (16-8-2, Code of Alabama) Said members of the Board shall hold office until their successors have been elected and qualified. Terms of office shall be staggered, so that not more than two new members will be elected at any one time.

2.0 SCHOOL BOARD ORGANIZATION

2.06 SCHOOL BOARD ORGANIZATION

The Lauderdale County Board of Education shall hold an annual meeting in November and shall elect one of its members to serve as chairman and one to serve as vice-chairman. (16-8-4, Code of Alabama, as amended by Act #92, H.B. 2, 1969).

2.0 SCHOOL BOARD ORGANIZATION

2.07 DUTIES OF OFFICERS

- A. Chairman-**The chairman of the Lauderdale County Board of Education shall preside at all meetings in which he is in attendance and shall represent the Board of Education in official capacities.
- B. Vice-Chairman-** The vice-chairman of the Board shall preside and fulfill the duties of the chairman in the event of absence or inability of the chairman to preside.

2.0 SCHOOL BOARD ORGANIZATION

2.08 MEMBERSHIP IN SCHOOL BOARD'S ASSOCIATION

The Lauderdale County Board of Education may, at its discretion, maintain membership in the State and National School Boards' Association.

2.0 SCHOOL BOARD ORGANIZATION

2.09 SCHOOL BOARD MEETINGS

A. Regular Meetings

The County Board of Education shall hold an annual meeting each year in November. At least five additional regular meetings are required. Public notice shall be given of regular meetings.

B. Special Meetings

Special meetings shall be held at any time as called by the Chairman of the Board provided all members and superintendent have been notified of time and place of meeting. Board action may be taken at this meeting provided a quorum is present.

C. Executive Session

Executive sessions may be entered at special or regular meetings of the Board where the character or good name of a person is being discussed. During executive session, only members of the Board, the superintendent and parties involved in the discussion, if invited, may remain in the meeting for each discussion involving the character or good name of a person or persons.

D. Work Sessions

Periodically, the Board may deem it necessary to conduct a work session. All work sessions are open to the public.

E. Meeting Place

Unless otherwise specified, all Board meetings will be held in the office of the superintendent of schools.

F. Quorum

Three (3) members of the Board, during any approved meeting, shall constitute a quorum for the transaction of business.

G. Rules of Order

In matters of procedures not covered by these bylaws, Robert's Rules of Order, Revised, shall govern.

H. Order of Business

The following may be the order of business of the regular meetings. The order of business may be changed by consent of all members present.

1. Roll call
2. Audience with individuals or committees wishing to make reports or requests.
3. Reading and approval of minutes of previous meeting.
4. Reading and approval of bills
5. Unfinished business
6. New and miscellaneous business
7. Adjournment

I. Minutes

A complete and accurate set of minutes of each Board meeting shall be kept to comply with all legal requirements. The minutes shall be open to public inspection.

J. Public Participation

The Lauderdale County Board of Education shall respect the rights of the citizens of the community to appear and bring before the Board any matter deemed important to the improvement of the school system. The Board shall vest in the chairman or presiding officer of the Board full authority to terminate the remarks of any person when such remarks have as their objective a personal attack on any person associated with the school system.

It is highly recommended that all delegations or individuals who wish to appear before the Lauderdale County Board of Education should submit their request to the

superintendent of schools at least four days prior to the meeting date. Such requests shall specify the person who desires to take up any business with the Board unless the item has been properly placed on the agenda for that meeting. Alterations to the above policy may be made in case of emergencies by the approval of the superintendent or Board chairman, the nature of the business to be taken up with the Board, the names of those who wish to address the Board, and the approximate time the matter will take. Each delegation which appears before the Board shall select one of its members as a spokesman and provide his name to the superintendent of schools. The chairman of the Board shall not be obligated to recognize any.

2.0 SCHOOL BOARD ORGANIZATION

2.10 BOARD MEMBER HANDLING OF COMPLAINTS (ETHICAL PROCEDURE)

Individuals or groups often confront a single board member with issues which usually should be handled by the superintendent or principal. In those cases of apparent exception, it is suggested that the Board members:

- A. Withhold commitment and/or opinion until the matter has been presented to the whole Board during regular session.
- B. To postpone the formulation of an opinion until he/she has had the benefit of hearing the issue discussed by the Board where all aspects of the problem are aired.
- C. A Board member should not obligate other members of the Board by predicting how they will vote.
- D. Neither the Board as a whole nor any individual member will consider communications or complaints from employees, parents, or patrons, until they have first been referred to the superintendent of schools.
- E. For employees of the Board, verbal complaints should not be considered. These types of complaints should be written and documented and presented to the superintendent.
- F. Cases where satisfactory adjustment cannot be made by the superintendent and his assistants, communications and complaints shall be referred to the Board.

- G. After hearing evidence submitted by the superintendent, in such event, the Board will, if it deems advisable, grant a hearing to the interested parties.
- H. Board members should inform the superintendent of complaints immediately.

2.0 SCHOOL BOARD ORGANIZATION

2.11 BOARD POLICY DEVELOPMENT

The Board of Education shall formulate policies and revise existing policies following the provisions of Alabama Code 16-1-30. These policies shall serve as guides for governing the operations of the school system. The policies shall be written, included in the Board minutes, and made a part of the official policy manual.

No Board policy shall be construed to create or confer any contractual right, property right, entitlement of, expectancy of, or other legal cognizable interest in employment or continuing employment. Nothing in any policy shall be construed to create or grant employment rights greater than or in addition to those, which are conferred and mandated by, express statutory provision or written contract. The Board recognizes policy adoption as a major responsibility. For a policy to be adopted, it must receive a majority vote of the full Board. A policy recommended to the Board shall not be adopted until a subsequent meeting. This practice provides Board members time to study the proposed policy and to give interested parties an opportunity to react.

Approved by the Lauderdale County Board of Education on July 24, 1997.

2.0 SCHOOL BOARD ORGANIZATION

2.12 BOARD MEMBER TRAINING

General

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

1. Orientation for newly elected or appointed school board members;
2. Training or consulting workshop for the local Board as a whole; source for the training or consulting workshop to be agreed upon by a majority of the Board members.
3. State or National School Board Association event addressing Board governance or operation, or other Board member development opportunities relating to leadership development, Board governance, or Board operations.

Source of Training and Report

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

Board Self Evaluation

The Board will conduct an annual evaluation that includes development of a list of recommended improvements in knowledge and skills of Board members. As required by Act of Alabama 2009-297.

(Adopted Jan. 18, 2011)

2.0 SCHOOL BOARD ORGANIZATION

2.13 BOARD MEMBER COMPENSATION

Board members are compensated for their services and are reimbursed for expenses incurred in the performance of their official duties in the amount of **\$800.00** per month as authorized by law in the following manner:

Maximum \$600.00 per month plus actual travel and other expenses in attending meetings and transactions of the Board (*Code of Alabama, Section 16-1-26*)

\$200 expense allowance which is in addition to any and all other compensation, expenses and allowances provided by law (*Act No. 429, Acts of Alabama 1975*)

2.0 SCHOOL BOARD ORGANIZATION

2.14 BOARD APPOINTMENTS

By law, the Board is charged with making the following appointments that do not require a recommendation by the Superintendent:

1. The Chief School Financial Officer
2. The School Board Attorney
3. The Superintendent in times when the elected person in the position is unable to or does not complete his term of office. The person appointed will hold the appointment until the next scheduled election.

2.0 SCHOOL BOARD ORGANIZATION

2.15 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.

2.0 SCHOOL BOARD ORGANIZATION

2.16 CODE OF CONDUCT FOR BOARD MEMBERS

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

I. Conduct of Individuals

1. Take actions that reflect that the first and foremost concern is for the educational welfare of students attending system schools.
2. Attend and participate in regularly scheduled and called board meetings.
3. Be informed and prepared to discuss issues to be considered on the board agenda.
4. Recognize that the authority of the board rests only with the board as a whole and not with individual board members.
5. 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.
6. Render all decisions based on available facts by exercising independent judgment instead of the opinion of individuals or special interest groups.
7. Work with other board members and the superintendent to establish effective policies to further the educational goals of the school system.
8. Make decisions on policy matters only after full discussion at public board meetings.
9. Review and evaluate, at least annually, the effectiveness of policies and programs to improve system performance.
10. Devote sufficient time, thought and study to the performance of the duties and responsibilities as a member of the board.

11. Become informed about current educational issues through individual study and participation in programs providing education and training that meet the requirements of the School Board Governance Improvement Act.
12. Communicate in a respectful, professional manner with and about fellow board members and the superintendent.
13. Take no private action that will compromise the board or school system administration.
14. Refrain from using the position of school board member for personal or partisan gain or to benefit any person or entity over the interest of the school system.
15. Avoid any possible conflict of interest by informing the superintendent and fellow board members of business relationships or personal relationships for any matter that will come before the board.
16. Abstain from voting on or seeking to influence personnel or other actions involving family members of business associates.

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 students attending system schools.
3. Communicate to the board and the superintendent public reaction to board policies and school programs.
4. 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.
5. Communicate in a respectful, professional manner with and about fellow board members and the superintendent.

6. 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.
7. Express opinions before votes are cast and abide by and support all majority decisions of the board.
8. Act on personnel recommendations of the superintendent in a timely manner, particularly regarding financial implementations of such decisions.
9. Support the employment of those who will fulfill the school system's goals.
10. Approve operating budgets and budget amendments that are aligned with system goals and objectives and are fiscally responsible.
11. Announce potential conflicts of interest before board action is taken.
12. Advocate for the needs, resources and interests of the public school students and the school system.
13. Maintain the confidentiality of all discussions during executive sessions of the board.

III. Conduct of 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. Support the superintendent's authority for the day-to-day administration of the school system.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Act in ways that do not undermine the superintendent's authority or intrude into responsibilities that properly belong to the superintendent or school administration, including such functions as hiring, transferring or dismissing employees.

5. Make a specific effort to keep the superintendent informed of your concerns or specific recommendations and those of constituents and community members.
6. Work with the superintendent to ensure prudent and accountable uses of the resources of the school system.
7. Communicate to the superintendent public reaction to board policies and school programs.
8. Regularly and systematically communicate board plans and decisions to students, staff and the community. (March 7, 2013).

3.0

GENERAL

SCHOOL

ADMINISTRATION

3.0 GENERAL SCHOOL ADMINISTRATION

3.01 SUPERINTENDENT OF SCHOOLS

1. How selected:

The Superintendent of Education of Lauderdale County shall be elected by the Electorate of Lauderdale County every four (4) years.

2. Qualifications:

The county superintendent of education shall be chosen according to the guidelines listed under 16-9-2, of the Code of Alabama.

3. Duties and Responsibilities:

The county superintendent of education as the executive officer of the county board of education shall see that the laws relating to the schools, the rules and regulations of the state and the county board of education are carried into effect. The duties of the superintendent are enumerated in Chapter 9 (16-9-1, 16-9-34) of the Code of Alabama. The duties assigned by the local board of education are listed in the following paragraphs:

- a. The county superintendent of education shall sign all diplomas of pupils who complete the course of study as prescribed for the high schools.
- b. The county superintendent of education shall recommend to the county board of education salaries for teachers in accordance with a salary schedule and the salaries and wages of all other employees nominated by him.
- c. The county superintendent shall require all teachers to obtain and submit to him for record their certificates, or authority to

teach, given by the state superintendent of education and will keep a complete record of same.

- d. The county superintendent of education, or his duly appointed representatives, shall have authority to issue certificates relative to the performance in the local schools.
- e. The superintendent shall be the only person to publicly announce any employee for employment by the Lauderdale County Board of Education (Page 26, Minutes book #11, April 27, 1957). All personnel, both certificated and support must be hired based upon the written recommendation of the superintendent.

Approved by the Lauderdale County Board of Education on July 24, 1997.

3.0 GENERAL SCHOOL ADMINISTRATION

3.02 ASSISTANT SUPERINTENDENTS

1. Selection:

The assistant superintendents or administrative assistants of the Lauderdale County Board of Education shall be nominated to this position by the superintendent and approved by the board of education.

2. Qualifications:

The assistant superintendents or administrative assistants shall possess those same legal qualifications as required for the superintendent.

3. Duties and Responsibilities:

The duties of the assistant superintendents or administrative assistants of education shall be determined by the requirements of the school system and detailed by the organization and assignment made by the superintendent.

3.0 GENERAL SCHOOL ADMINISTRATION

3.03 SUPERVISORS

1. Qualifications:

Set by the Superintendent and the Board and meets the requirements set by the state or by the State Board of Education.

2. Duties and Responsibilities:

Determined by the needs of the school system and set by the superintendent.

3.0 GENERAL SCHOOL ADMINISTRATION

3.04 PRINCIPALS

1. Selection:

Principals shall be selected by recommendation of the Superintendent of Education and approval by the Board of Education.

2. Qualifications:

Principals must possess a Master's Degree in School Administration and hold a valid Rank I Certificate.

3. Duties and Responsibilities:

- a. Principals shall be directly responsible to the superintendent of education.
- b. Principals shall be responsible for the administration of the respective schools and for the general supervision of all employees assigned to his/her particular school. Principals shall enforce the policies of the board of education.
- c. Principals shall meet with the superintendent for conferences as often as he may require, keep accurate and complete records, delegate authority, adequately supervise all academic and nonacademic activities placed under their jurisdiction, participate in curriculum studies and be tactful in relations with parents and public.

- d. Each principal shall establish rules for providing proper order in the buildings and on the grounds, and shall be held responsible for maintenance and cleanliness about school premises.
- e. Principals shall not permit the time of teachers to be occupied during the hours school is in session by solicitors, agents or other persons unless approved by letter from the superintendent.
- f. Principals shall not have authority to dismiss school before the regular hour without approval of the superintendent except in cases of extreme emergencies in which cases the superintendent shall be notified.
- g. The principal is to serve as custodian of school property and to report in writing to the county superintendent of education any misuse of same or repairs needed thereon, and at the close of each school year, compile an inventory in writing of equipment and supplies on hand.
- h. Principals shall provide a daily schedule which includes six (6) hours of actual teaching, exclusive of recesses and lunch periods. (16-1-1, Code of Alabama)
- i. Principals shall teach or cause to be taught the approved course of study for each area and all additional programs or curriculums as passed by the legislature or state board of education resolution.
- j. The principal will cause to be displayed each day school is in session, at some suitable place about the school building, the flag of the United States and the flag of the State of Alabama. (16-43-1, Code of Alabama)
- k. The principal is responsible for checking to and from pupils all free textbooks furnished by the state and county and reporting to the superintendent on forms furnished by him. He is also

responsible for the storage and proper care of these books at this school.

- l. Principals shall inspect their schools periodically for fire hazards and will further promote safety of their pupils and staff by providing instructions in building evacuation and holding fire (9) and tornado (3) drills as required. Proof of these drills shall be sent to the superintendent.
- m. Principals shall maintain and promote a sound fiscal policy in regard to receipt and disbursement of local school funds using forms and procedures as recommended by the Alabama State Department of Education, Local School Accounting Division. Persons handling local funds shall be properly and sufficiently bonded. School principals shall not incur indebtedness to be carried over the following fiscal year against the local school in the amount exceeding 10% of the school's' annual budget without approval of the superintendent and county board of education. Further, principals shall submit for audit annually all financial records and be responsible for legibility, completeness and accuracy of same. (Ref. Lauderdale County Board of Education motion of May 1, 1954, Page 133, Minute Book #1).
- n. No local administrator (principal) shall have the authority to assign students to an alternative or special school away from home, school, or outside the Lauderdale County School District without first securing permission of the Central Office Screening Committee or the Lauderdale County Board of Education. Requests to the Board should be accompanied by attendance records, academic records, behavioral records and some indication of student's emotional condition. Requests should not be made to the Board unless local remedies have been tried and student has not shown satisfactory progress.

- o. The principal shall observe all other rules and regulations relative to his/her position as a principal, which may be made by the superintendent and/or the county board of education.
- p. No member of any local administrator's (principal, assistant principal) immediate family shall be employed at the same school. (Page 51, Minute Book #3)

(Approved at the July 27, 1993 Board Meeting.)

3.0 GENERAL SCHOOL ADMINISTRATION

3.05 ASSISTANT PRINCIPALS

1. Selection:

Assistant principals shall be selected by recommendation of the Superintendent of Education and approval by the Board of Education.

2. Qualifications:

Assistant principals shall be a graduate of an accredited college or university and possess a Master's Degree in School Administration and Supervision or Administration.

3. Duties and Responsibilities:

- a. Assistant principals are directly responsible to the local principal and to the superintendent of education.
- b. The duties of each assistant principal shall be those responsibilities assigned by the respective principal and dictated by the organization, needs and demands of the school situation. A job description shall be written by each principal for the assistant principal and a copy sent to the superintendent.

3.0 GENERAL SCHOOL ADMINISTRATION

3.06 SUPERVISOR OF MAINTENANCE

The supervisor of maintenance and construction shall be responsible to the superintendent of education for the operation of plant maintenance and for construction projects built with local money.

1. Qualifications:

Should possess a knowledge of school plant planning, maintenance of buildings, construction materials and both maintenance and construction techniques.

2. Duties and Responsibilities:

- a. Assist in the formulation of policies governing maintenance operations.
- b. Be responsible for all regular maintenance and repairs on school buildings and equipment.
- c. Develops recommended lists of duties and responsibilities or maintenance employees.
- d. He shall upgrade continuously the caliber of personnel, methods, procedures, materials, and equipment for plant maintenance and operation.
- e. Supervises the maintenance crew, coordinating its daily work assignments.

f. Maintains personnel files on all employees under his supervision.

3.0 GENERAL SCHOOL ADMINISTRATION

3.07 SUPERVISOR OF TRANSPORTATION

The supervisor of transportation shall be responsible to the superintendent of education for the operation of the pupil transportation services.

1. Qualifications:

Should possess a knowledge of pupil transportation operations.

2. Duties and Responsibilities:

- a. Assist in the formulation of policies governing maintenance operations.
- b. Supervises, plans, and conducts a continuous in-service and safety education program for garage personnel and drivers, to include performance training.
- c. Maintains a regular inspection of buses and of transportation equipment in the interest of pupil safety and preventative maintenance.
- d. Studies and develops bus routes and stops according to board policy and state law with each local principal.
- e. Secures specifications for the purchase of school buses and develops a schedule for replacement of obsolete buses.

- f. Secures specifications for the purchase of gasoline, oils, lubricants, tires, batteries, and other parts and materials needed by the department.
- g. Maintains adequate transportation records and makes reports as required by local policy or state regulation or law.
- h. Maintains personnel files on all employees under his supervision.

3.0 GENERAL SCHOOL ADMINISTRATION

3.08 CHILD NUTRITION PROGRAM PERSONNEL (CNP)

A. Application and Selection Procedures

Persons seeking employment should complete a written application to the central office or local school. In most cases, personal interviews will be required.

The superintendent shall make recommendations, with input from supervisors and principals, to the school board for the appointment of non-professional personnel, and the board shall act on those recommendations.

Whenever vacancies occur in new or existing positions, any employee who qualifies for the position may apply. Consideration will be given to qualified applicants from among current employees.

B. Qualifications

Qualifications for various positions will vary depending on the skills needed to perform the duties required in the position.

Having good health and a good character reference shall be assets for all applicants.

C. Duties and Responsibilities

Manager: Manages a school food service program according to

laws, rules, and regulations of USDA and board of education policies, procedures, and methods. Cooperates with school staff members to promote the nutrition program's educational objectives. Supervises and instructs food service personnel. Maintains high standards of food preparation and service. Responsible to the local school administrator.

Worker/Assistants: Performs such food production and service activities as necessary for successful program operation. Responsible to the local principal.

D. Health Requirements

All regular and/or substitute employees are subject to state and local health requirements pertaining to health examinations and requirements. A health card will be on file in the school before one begins work in the cafeteria.

E. Hours of Work

The workday will be recommended by the principal and approved by the superintendent and board.

3.0 GENERAL SCHOOL ADMINISTRATION

3.09 TEACHERS

1. Qualifications:

The teacher must have a valid certificate in area of teaching assignment issued by the state department of education. This certificate must be obtained by the teacher and a copy on file in the superintendent's office and local school.

2. Recruitment and Selection:

- a. This responsibility belongs with the superintendent and those persons designated by him to assist.
- b. Principals may assist in recruitment and selection for his school by working with the superintendent.
- c. In the process of recruitment and selection, State Department standards and qualifications should be considered. In the event a qualified person cannot be secured, persons with emergency certificates, good for one year, may be used. (16-23-3, Code of Alabama)

3. Duties and Responsibilities:

- a. Work schedule for the teachers is determined by the local school principal.
- b. All teachers assigned homerooms are to keep accurate

records as required by state law.

- c. Each teacher is to follow the state course of study as a guide, along with the course of study adopted by the county board. State and county adopted textbooks are to be used. Any deviation of the above will be approved by the superintendent (and/or Lauderdale County Board of Education if applicable).
- d. Each teacher is expected to be loyal to the school/community regardless of his/her place of residence.
- e. All teachers are required to attend the County In-Service days and urged to attend all workshops whether paid or unpaid. Sick leave is effective when justified. (16-23-8, Code of Alabama)

4. Employment and Working Conditions

a. Orientation:

Orientation of all newly employed personnel is the responsibility of the central office staff and the local principal. New personnel are expected to familiarize themselves with all rules, regulations and policies, both locally and system-wide.

b. Compensation:

All regular teachers work under an adopted salary

schedule which includes a contract paid in twelve installments on the last workday of each calendar month.

c. Assignment:

Assignments to schools will be made by the recommendation of the superintendent and the approval of the board of education based on the justifiable needs of each grade level. The teacher must be certified in the area of assignment.

d. Transfers:

The Lauderdale County Board of Education, upon the recommendation of the superintendent, may transfer employees in accordance with the guidelines outlined in **The Student First Act of 2011** (*Ala. Code §16-24-1 et seq., Ala. Code §36-26-100, et seq. and Ala. Code §16-24B-7*).

e. Supervision:

Teachers are under the direct supervision of the local principal and/or his designated assistants.

f. Records:

Teachers and staff members will keep all records and make all reports required by the superintendent and/or principal. These are to be done in any manner, method

or style specified and be ready when due.

g. Non-Classroom Duty:

Teachers are obligated to accept responsibility of assignments made by the principal, which may include such things as hall duty, playground duty, extra-curricular activities, lunch duty, bus duty, etc.

h. Staff meetings:

After-hours meetings such as faculty meetings will be on a called basis with at least one-day notice, except in emergencies. Teachers are obligated to attend unless excused by the principal and accept committee assignment relative to the meetings.

i. Vacations:

Teachers on less than 12 months do not get vacations as such. All personnel working on a 12-month basis shall be entitled to an annual vacation not to exceed ten (10) working days. Unused vacation days are not cumulative. (16-8-25, Code of Alabama)

j. Personal Leave:

0-4 years experience	2 Board-paid days and 3 other days with the employee paying the substitute
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5-9 years experience	3 Board-paid days and 2 other
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	days with the employee paying the substitute
10-14 years experience	4 Board-paid days and 1 other day with the employee paying the substitute
15+ years experience	5 Board-paid days

Years experience must be with the Lauderdale County School System, started at the beginning of the school year, and must be continuous.

(Approved at the Lauderdale County Board of Education meeting on September 26, 1996.)

(Note: Under new state laws regarding personal leave days, two options are available to the employee:

- 1) Personal leave days earned, but not used, can be converted to sick leave;
- 2) The employee can receive substitute pay for personal leave days earned, but not used. The employee can have the option of their choice at the end of each school year.

k. Continuing Contract:

The contract of employment of any teacher shall be in accordance with provisions set forth in **The Student**

First Act of 2011.

1. Re-employment:

Any teacher in the public school, whether in continuing service status or not, shall be deemed offered reemployment for the succeeding school year at the same salary, unless the employing board of education shall cause notice in writing to be given to said teacher in accordance to provisions set forth in **The Student First Act of 2011.**

5. Public Information

a. The Board of Education recognizes the value of public relations and the release of public information is significant of such.

b. News releases pertaining to local school activities are primarily the responsibility of the local school and the local principal shall approve the release.

c. News releases pertaining to system activities are primarily the responsibility of the superintendent and the local board of education who shall approve the release of information.

d. Announcements concerning the employment of personnel shall come from the superintendent's office.

e. Controversial materials should not be released by local

principals or teachers without the approval of the superintendent.

3.0 GENERAL SCHOOL ADMINISTRATION

3.10 CUSTODIAL EMPLOYEES

Duties and Responsibilities:

The duties and responsibilities will be assigned by the principal or supervisor. Each employee is expected to fulfill his contract in an industrious and efficient manner. He shall serve in the assignment with loyalty to his superiors and take a professional interest in his work. He shall foster good relations in his contacts with school patrons, personnel and pupils. Local principals are responsible for the care of school buildings. During severe weather, extracurricular activities and other such times, custodians may be called on to work at times other than the regularly scheduled hours. However, requirements of wage and hour regulations will be met.

3.0 GENERAL SCHOOL ADMINISTRATION

3.11 TRANSPORTATION EMPLOYEES

Selection Procedures:

The transportation supervisor will recommend to the superintendent of education applicants for employment. The superintendent will, in turn, recommend in writing to the Board applicants for approval and employment.

Further considerations and regulations relative to the employment of bus drivers are:

1. Bus drivers must meet licensing requirements as regulated by the state of Alabama, and must meet the local board requirements.
2. Employment of Bus Drivers:
Bus drivers will be employed based on the written recommendation of the superintendent and approved by a majority vote of the Board. The Lauderdale County Board of Education reserves the right to require an annual health exam for any driver. The Board also requires each driver to participate in the established drug testing program of the county. (Revised July 24, 1997)
3. Considerations For Hiring of Bus Drivers:
 - a. Must have temporary or permanent bus license before consideration will be given for employment.

- b. Mileage to route.
- c. Past driving experience and record.
- d. Recommendation by local principal and other Board personnel.
- e. Internal Transfer - driver already employed may be given consideration for new and/or open routes.
- f. Willingness to substitute.

4. Bus Fleet Upgrading:

The Lauderdale County Board of Education shall upgrade its bus fleet by the addition of used or new buses in the following manner:

- First priority shall be based on safety.
- Second priority shall be based on make and model.
- Third priority shall be based on even distribution of newer buses throughout the Lauderdale County School System.

5. Duties and Responsibilities:

The duties and responsibilities of transportation employees are governed by directives of the superintendent or, his designated representative(s). "Designated Representative(s)" refers to the transportation supervisor and the local school principal.

6. Bus Routes:

The transportation supervisor with input from the principal will be responsible for developing terminal points on bus routes and will work cooperatively toward the elimination of overlapping routes.

7. Transportation Policy for Local School Districts Within
Lauderdale County School System:

- a. School district lines have been set by the school Board. Only the Board has the authority to alter district lines.
- b. Buses will not be allowed to cross district lines to pick up students.
- c. Changes in the feeder school bus routes will be approved by the transportation supervisor and/or superintendent.

8. Extracurricular Bus Trips:

The superintendent shall develop and post at all schools the procedure to follow for all extra-curricular trips. Drivers

shall be paid by the approved salary schedule.

3.0 GENERAL SCHOOL ADMINISTRATION

3.12 CONSTRUCTION AND MAINTENANCE EMPLOYEES

Construction and maintenance workers as classified employees are subject to the procedures and guidelines outlined in **The Student First Act of 2011**.

3.0 GENERAL SCHOOL ADMINISTRATION

3.13 COMMUNICATIONS

1. System-wide

The superintendent should review, edit and approve all communications being issued by the Lauderdale County School System for public information. A file of all communications should be maintained.

2. Local School

The principal should review, edit and approve all communications being issued by the local school. A file of all communications should be maintained.

3.0 GENERAL SCHOOL ADMINISTRATION

3.14 USE OF SCHOOL FACILITIES

The Lauderdale County Board of Education supports the concept of community schools. The Board believes the functions of the school buildings and grounds should be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social, and recreational needs of communities. The board endorses the statement that the public schools belong in every sense to the people of Alabama. The Lauderdale County Board of Education allows the use of school facilities by individuals, groups, and organizations that enhance the welfare of the people within the community. The following rules apply:

1. The principal will schedule the use of school facilities at times which do not interfere with regular school activities.
2. The individual, organization, or group that schedules the use of the facility will assume all liability for claims that may result from events that happen during the use of the facilities. This liability will extend to the parking area. The board strongly recommends that liability insurance be purchased by the user.
3. The individual, group, or organization that schedules the facility will be responsible for any damages done to the facility, and maintenance required as a result of the use. The amount of damage will be decided by the superintendent and principal, and approved by the board.

4. The school facilities will not be scheduled on Wednesday and Sunday nights during hours traditionally used by families to attend other community gatherings.
5. All individuals, groups, and organizations will be responsible for providing appropriate security any time school facilities are used.
6. Students or adults with guns, knives, or other lethal weapons or dangerous objects on school property at any time will be reported by the organization leaders to the local law enforcement officials and properly charged. Students with guns, knives, or other lethal objects on school property at events not sponsored by the school will be brought before the Lauderdale County Board of Education by the superintendent for a due-process hearing to determine proper discipline for the offense, including expulsion for not less than one semester and up to one year from the date of the hearing. Proof of counseling, at parent's expense, from a doctor/psychiatrist will be required before re-admittance to the school to insure the safety of all students. The Lauderdale County Board of Education's policies pertaining to drugs, alcohol and other controlled substances shall be in full force.
7. The Lauderdale County Board of Education requires that a lunchroom employee be present when lunchroom equipment is used.
8. There shall be no tobacco use in school buildings or on school

grounds at any time.

9. Excessive use of non-prescription drugs or other substances that alters a person's normal behavior or that may be injurious to a person's health shall not be allowed.
10. No public school building or grounds shall be used for a purpose which is unlawful.
11. The principal or superintendent shall have the right to refuse the use of school facilities to individuals, organizations, or groups on a non-discriminating basis. Any individual, group, or organization that violates the rules of the board of education will not be allowed to continue using the school facilities, based on the recommendation of the superintendent and the action of the board.

(ADOPTED JULY 13, 1995)

3.0 GENERAL SCHOOL ADMINISTRATION

3.15 SELLING ITEMS ON SCHOOL PROPERTY

Staff members or students may not sell non-school items school property unless approved by the principal.

School facilities may not be used for any non-school activity unless approved by the principal.

3.0 GENERAL SCHOOL ADMINISTRATION

3.16 SAFETY REGULATIONS (FIRE, TORNADO, AND BOMB THREATS)

In compliance with state regulations, school principals shall develop a plan for the evacuation of buildings in case of emergencies such as fire, tornado or bomb threats. The alarm signal and evacuation procedure for these emergencies shall be explained in detail to all faculty, staff members and students. Drills shall be held once a month with documentation filed in the local school and a copy sent to the superintendent. Evacuation routes and procedures shall be posted in various places within the building and a copy given to each teacher.

3.0 GENERAL SCHOOL ADMINISTRATION

3.17 SECURITY OF SCHOOL PROPERTY

Security shall include maintenance of a secure (locked) building as well as protection from such dangers as fire hazards or faulty equipment, with emphasis upon safe practices in the use of electrical, plumbing, and heating equipment. Staff members shall cooperate closely with local police, fire, health and sheriff's departments and with insurance company inspectors. Security shall also involve assurances that the staff is free from any disruptive influence.

Access to school buildings and grounds after regular school hours shall be limited to personnel whose work requires it or to those to whom access has been granted by the principal. An adequate key control system shall be established which will limit access to buildings to authorized persons.

Records and funds shall be secured in a locked place. Large sums of money should not be left in any school overnight.

Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate. Employment of security personnel may be approved by the superintendent in situations where special risks are involved.

All doors should be unlocked during the school day. Preventive measures should be taken at all times for proper storage of combustible materials, effective planning and cooperation with firefighting agencies, maintenance

of necessary fire extinguishers and requests for correction of building defects.

3.0 GENERAL SCHOOL ADMINISTRATION

3.18 VANDALISM PROTECTION

It shall be declared trespassing for any unauthorized person, without official reason, to loiter around school buildings and on school campuses. The school administration shall be authorized to seek aid from police agencies as necessary in the event unauthorized persons are apprehended on school property. Each employee shall report to the principal every incident of vandalism and, if known, the names of those responsible.

The parent or parents of any minor student under the age of 18 years with who said minor is living and who has custody of said minor shall be liable to the Lauderdale County Board of Education for the actual damage to public school property by the intentional, willful or malicious acts of said minor. The board shall prosecute any such acts of vandalism to the fullest extent of the law.

3.0 GENERAL SCHOOL ADMINISTRATION

3.19 INTER-DISTRICT RELATIONS- SHARED SERVICES

The Lauderdale County schools shall participate in shared services with other school systems as required by federal and state laws as they relate to federal projects in which the Lauderdale County schools are involved.

The Lauderdale County Board of Education endorses the idea of cooperative undertakings with other school systems when such endeavors create a more effective learning environment for our students.

3.0 GENERAL SCHOOL ADMINISTRATION

3.20 EMPLOYEE TRANSPORTATION

No employee of the Lauderdale County Board of Education will be furnished personal transportation except those persons designated as being on call (by the superintendent of education, the board of education, the supervisor of transportation, or the supervisor of maintenance and construction) may be furnished transportation. Employees on call using their own vehicles may be paid mileage.

3.0 GENERAL SCHOOL ADMINISTRATION

3.21 JOB TITLES

No job title will be allowed in the Lauderdale County School System, except those recommended by the superintendent of education and approved by the board of education.

3.0 GENERAL SCHOOL ADMINISTRATION

3.22 USE OF AUTOMATED EXTERNAL DEFIBRILLATORS

(AED)

It shall be the policy of the Lauderdale County Board of Education to place and monitor Automated External Defibrillators in all schools as required by Act 2009-754, Section 16-1-45. Procedural guidelines will be on file in the Superintendent's office and at each school.

GENERAL SCHOOL ADMINISTRATION

3.23 Sex Offenders Trespassed

In response to Alabama Legislative Act #2014-421 (Sexual Offender Law), the Lauderdale County Board of Education sets forth the following:

"Any adult, after having been convicted of a sex offense involving a minor and must register as a "sex offender", is trespassed from setting foot on any Lauderdale County School campus, building, property, bus or any other property owned, leased, operated or otherwise under the control of the Lauderdale County Board of Education. If an adult sex offender has a legitimate need to conduct business on any property of Lauderdale County Board of Education, he or she must first seek permission in writing from the Superintendent of Education and must thereafter, at his or her own expense, employ a law enforcement official (sheriff's deputy or municipal police officer) to accompany him or her while conducting said business.

Should an adult sex offender set foot on any Lauderdale County School campus, building, property, bus or any other property owned, leased, operated or otherwise under the control of the Lauderdale County Board of Education without first having sought such written permission will be prosecuted for criminal trespass and any other appropriate charges as defined in the Code of Alabama."

3.0 GENERAL SCHOOL ADMINISTRATION

3.24 USE OF SERVICE ANIMALS IN SCHOOLS

The Board acknowledges its responsibility to permit students and/or employees with disabilities to be accompanied by a “service animal” in its school buildings, in classrooms, and at school functions, as required by the Americans with Disabilities Act, 28 CFR Part 35, subject to the following:

1. Service Animal – A “service animal” means a dog that has been 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 or necessary to mitigate a disability. School officials may ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do unless the answers to these inquiries are readily apparent.

2. Requirements that must be Satisfied Before a Service Animal will be Allowed.

- a. Request – Any request for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent of Schools and must contain documentation of vaccinations. This written request must be delivered to the Superintendent prior to bringing the service

animal to school or to school functions. The request must be renewed each school year.

- b. Vaccinations – The service animal must be immunized against diseases common to that type of animal. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC (Distemper, hepatitis, Leptospirosis, Parainfluenza, Coronavirus), Bordetella, and Rabies.
 - c. Health – The service animal must be in good health. The service animal must be kept clean and groomed to avoid shedding and dander. The service animal must be treated for, and kept free of, fleas and ticks. The service animal must be spayed or neutered.
 - d. Control – A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the service animal as a trained service animal, leash (blaze orange in color for hearing service animals), or other tether unless either the handler is unable because of a disability to use a harness, backpack, vest, leash, or other tether, or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safety or effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.
3. Service Dogs in Training – Experienced trainers of service animals may be accompanied on school property by a dog that is in training to become a service animal. The dog must be at least six months of age. Trainers must wear a jacket identifying the organization to which they belong. Persons conducting continuing training of a service animal may be accompanied by a service animal while on school property for the purpose of school business. Persons who are part of a three-unit service dog team may be accompanied by a service dog while on school property provided that person is conducting continuing training of a service dog. A three-unit

service dog team consists of a trained service dog, a disabled person, and a person who is an adult and who has been trained to handle the service dog. The dogs may accompany these persons while on school property for school purposes.

Use of Harness, Vest, etc. – A dog that is in training to become a guide dog or a currently trained guide dog that is undergoing continuing training must be in a harness.

- i. A dog that is in training to become a hearing dog or a currently trained hearing dog that is undergoing continuing training must be on a blaze orange leash.
 - ii. A dog that is in training to become a service dog or a currently trained service dog that is undergoing continuing training must be in a harness, backpack, or a vest identifying the dog as a trained service dog.
 - iii. The training cannot disrupt or interfere with a school's educational process. It is expected that training would not normally take place in the classroom during instructional time.
 - iv. All requirements of this policy which apply to service animals, such as health certificates, annual written requests, and supervision, care and damages, also apply to dogs in training.
4. Supervision and Care of Service Animals – The owner or handler of a service animal is responsible for the supervision and care of the animal, including any feeding, exercising, and clean up. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal. In the case of a young child or student with disabilities who is unable to care for or supervise the service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the discretion of the Superintendent or his/her designee.

5. Damages to School Property and Injuries – The owner or handler of a service animal is solely responsible for any damage to school property or injury to personnel, students, or others caused by the animal.
6. Removal of Service Animals from School Property – A school administrator can require an individual with a disability to immediately remove a service animal from school property under the following circumstances:
 - a. The animal is out of control or acts aggressively and the animal’s handler does not take effective action to control it;
 - b. The animal causes injury to anyone;
 - c. The animal is not housebroken;
 - d. The presence of the animal poses a direct threat to the health or safety of others such as an allergic reaction;
 - e. The presence of an animal would require a fundamental alteration to the service, program, or activity of the school division;
 - f. The animal significantly disrupts or interferes with the instruction program, school activities or student learning. However, annoyance on the part of the others is not an unreasonable risk to property or others to justify the removal of the service animal;
 - g. The animal is ill; or
 - h. The animal fails to consistently perform the function(s)/service(s) to assist or accommodate the individual with the disability. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.
7. Transportation– Animals may not be transported to and/or from school on school buses or via any other transportation provided by the school system. VIII. Denial of Access and Grievance – If a school official denies a request for access of a service animal or a dog in training, the disabled individual or parent or guardian can file a written grievance with the school’s Section 504 Coordinator.
STATUTORY AUTHORITY: CODE OF ALABAMA 16-1-30

4.0

PERSONNEL
MANAGEMENT

4.0 PERSONNEL MANAGEMENT

4.01 EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of the Lauderdale County Board of Education that no person in this district shall, on the basis of race, color, creed, religion, sex, age, handicap or national origin be denied the benefits of, or be subjected to discrimination in regard to employment, retention, promotion, transfer or dismissal in any educational program or activity which is under the jurisdiction of the board.

The superintendent or his designee shall promptly investigate any and all complaints which may be brought against the board in regard to any alleged discrimination. The name, address, and telephone number of the superintendent's designee shall be publicized accordingly.

Moreover, the Lauderdale County School System shall conduct a continuous self-evaluation to determine the need to modify any existing policies or practices to assure compliance with all legal mandates respecting equal opportunity employment. (Ref: Civil Rights Act of 1964 as amended; Title IX of Education Amendments of 1972 as outlined in the final draft of Title IX regulations, July 21, 1975, "Non-Discrimination on the Basis of Sex", Federal Register, Volume 40, Number 108, Washington, D.C.: Department of Health, Education and Welfare.)

4.0 PERSONNEL MANAGEMENT

4.02 DRUG FREE WORKPLACE

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to Lauderdale County Board of Education property. Therefore, it is the policy of the Lauderdale County Board of Education that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in any of the Lauderdale County Board of Education workplaces is prohibited. The term workplace is defined to mean all properties under the jurisdiction of the Lauderdale County Board of Education including but not limited to the facilities and grounds of Allen Thornton Area Vocational School, Anderson School, Brooks Elementary School, Brooks High School, Central School, Cloverdale School, Lauderdale County High School, Lexington School, Rogers School, Underwood Elementary School, Waterloo School, Wilson School, Lauderdale County Board of Education administrative offices, bus garage, maintenance shop, buses and all Lauderdale County vehicles. Any employees violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

- A.** A drug-free awareness program will be instituted through in-service education by the Lauderdale County Board of Education to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The board policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs and;
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

- B.** The Lauderdale County Board of Education does not differentiate between drug possessors, users, manufacturers, distributors, pushers, or sellers. Any employee who gives or in any way transfers a controlled substance to another

person or sells or manufactures a controlled substance while on the job or on Lauderdale County Board of Education premises will be subject to discipline up to and including termination.

C. The term “controlled substance” means any drug listed in 21 U.S.C. §812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include but are not limited to: heroin, marijuana, cocaine, PCP, and “crack”. They also include “legal drugs” which are not prescribed by a licensed physician.

D. Each employee is required by law to inform the Lauderdale County Superintendent of Education within five (5) days after he or she is convicted for violation occurred on the Lauderdale County Board of Education premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

- E.** The Lauderdale County Superintendent of Education must notify the U.S. government agency with which the contract was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.
- F.** If an employee is convicted of violating any criminal drug statute while on the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the Lauderdale County Board of Education may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.
- G.** As a condition of further employment on any federal government contract, the law requires all employees to abide by this policy.

4.0 PERSONNEL MANAGEMENT

4.03 TOBACCO FREE WORKPLACE

1. No tobacco use will be allowed by any professional or support staff employee during the school day, while on school premises, or during any school-sponsored activity in which the employee is representing the school system.
2. No tobacco use will be allowed for ANYONE on school property at ANY TIME. (Adopted by the Lauderdale County Board of Education at its meeting held August 13, 1992.)
3. Any employee violating the tobacco-free workplace policy will be subject to the following disciplinary actions:

1st offense: The supervisor and/or principal will inform the Superintendent in writing of the violation. The superintendent will write a letter of reprimand, with a copy given to the employee and the original to the employee's personnel folder in the central office.

2nd offense: The supervisor and/or principal will inform the Superintendent in writing of the violation. The employee will be asked to come before the board in executive or public session (Employee's choice) to explain why he/she is unable to comply with the tobacco use policy.

3rd offense: The supervisor and/or principal will inform the Superintendent in writing of the violation. The superintendent will recommend to the board to start termination procedures in compliance with current state and federal laws, and state school board regulations.

APPROVED BY THE LAUDERDALE COUNTY BOARD OF EDUCATION ON
APRIL 25, 2000.

4.0 PERSONNEL MANAGEMENT

4.04 SALARY SCHEDULE

All employees work under an adopted salary schedule, which includes a contract paid in twelve installments on the last working day of each calendar month.

All salary adjustments will be made by a revision of the salary schedule or a reclassification of position status.

4.0 PERSONNEL MANAGEMENT

4.05 PERSONAL LEAVE

0-4 years experience	2 board-paid days and 3 other days with the employee paying the substitute
5-9 years experience	3 board-paid days and 2 other days with the employee paying the substitute
10-14 years experience	4 board-paid days and 1 other day with the employee paying the substitute
15+ years experience	5 board-paid days

Years experience must be with the Lauderdale County School System, started at the beginning of the school year, and must be continuous. (Approved at the Lauderdale County Board of Education meeting on September 26, 1996.)

Note: Under new state laws regarding personal leave days, two options are available to the employee:

1. Personal leave days earned, but not used, can be converted to sick leave;
2. The employee can receive substitute pay for personal leave days earned, but not used.

The employee can have the option of their choice at the end of each school year.

4.0 PERSONNEL MANAGEMENT

4.06 EMPLOYMENT CRITERIA

The selection, transfer, promotion, demotion, and dismissal of professional personnel in the school system shall be made without regard to race, creed, color, national origin, religion, sex, age or disability. The following criteria shall be used as an aid by the board and the superintendent in selecting new professional personnel and in transferring, promoting and demoting professional personnel. (Ref: Civil Rights Act of 1964 as amended; Title IX of Education Amendments of 1972 as outlined in the final draft of Title IX regulations, July 21, 1975, "Non-Discrimination on the Basis of Sex," Federal Register, Volume 40, Number 108, Washington, D.C.: Department of Health, Education and Welfare)

4.0 PERSONNEL MANAGEMENT

4.07 CERTIFIED EMPLOYMENT CONSIDERATIONS

A. Teachers and Other Instructional Personnel

1. Type of certificate
2. Number of years of experience
 - a. In the teaching profession
 - b. In the grade, subject or position which he/she currently teaches or occupies, or is applying for
 - c. In the system
3. Degree or degrees held (transcript required)
4. Endorsement in subject areas
5. Number of hours beyond degree
6. Number of hours of voluntary participation in in-service training, workshops, seminars, etc.
7. Related occupational experience

B. Administrators and Supervisors

In addition to the criteria listed, the following criteria may apply to selection of principals:

Number of Years of Experience:

- As an administrator or supervisor in this system
- As an administrator or supervisor in any system

- Classification of school in which experience was attained.

4.0 PERSONNEL MANAGEMENT

4.08 NON-CERTIFIED (CLASSIFIED) EMPLOYMENT CONSIDERATIONS

A. Application and Selection Procedures

Persons seeking employment should complete a written application to the central office or local school. In most cases, personal interviews will be required.

The superintendent shall make recommendations, with input from supervisors and principals, to the school board for the appointment of non-professional personnel, and the board shall act on those recommendations.

Whenever vacancies occur in new or existing positions, any employee who qualifies for the position may apply. Consideration will be given to qualified applicants from among current employees.

B. Qualifications

Qualifications for various positions will vary, depending on the skills needed to perform the duties required in the position.

Having good health and a good character reference shall be assets for all applicants.

C. Duties and Responsibilities

The duties and responsibilities will be assigned by the principal or supervisor. Realizing that the educational process is very flexible and full of emergency situations, all employees must be willing to

alter their job assignments in order to meet and solve these immediate problems for the welfare of the students and the overall educational system.

D. Reclassification of position status

Future salary adjustments will be a revision of the salary schedule or a reclassification of position status.

E. Experience in comparable position

New employees with five or more years experience in a comparable position may be given credit for a maximum of five years experience on current salary schedule, provided valid verification of such employment is furnished in writing.

F. Wage step increases

Wage increases will be given on step increases each July 1 to the nearest six (6) months for those who are entitled to a step increase. Those whose anniversary date of employment is between July 1 and December 31 will be given step increases in pay on July 1. Those whose anniversary date of employment falls between January 1 and June 30 will be given pay increases on the following July 1 (next year).

4.0 PERSONNEL MANAGEMENT

4.09 CONFLICT OF INTEREST

Employees of the Lauderdale County school district shall not engage in any other employment that would affect their efficiency or usefulness as employees in the system, that would make time and/or energy demands upon such individuals which could interfere with their effectiveness in performing their contractual obligations to the board, that would compromise or embarrass the school system, that would adversely affect their school district employment status or professional standing, or that would in any way conflict with or violate professional ethics.

No professional employee shall tutor for pay any student currently enrolled in a class which he teaches.

Employees shall not engage in any other employment or in any private business during the hours required to fulfill assigned educational duties.

The superintendent or board may request from any full-time employee a written description of other employment, hours, and number of days involved.

Employees desiring to pursue more than one college or university level course per term during the regular school term must have written permission of the superintendent of schools.

4.0 PERSONNEL MANAGEMENT

4.10 PROBATION

All employees serve a probationary term of three consecutive complete school years of full-time employment. A probationary teacher does not gain tenure if he is given notice of termination before the last day of his third consecutive complete school years of employment, ACT 2011-270, Section 4(1). A probationary classified employee does not gain tenure if he is given notice of termination before June 15 of his third consecutive complete school year of employment (June 30 during the first year of the legislative quadrennium), ACT 2011-270, Section 4(2).

4.0 PERSONNEL MANAGEMENT

4.11 EVALUATION

Each employee may undergo a written evaluation by his immediate supervisor. This evaluation shall be done using a board-approved form and according to a schedule established by the Lauderdale County schools. Each probationary employee shall undergo a full cycle evaluation annually using a board-approved form until continuing service status is attained.

4.0 PERSONNEL MANAGEMENT

4.12 PROMOTIONS AND VACANCIES

All job openings, regardless of position, will be posted according to state law.

4.0 PERSONNEL MANAGEMENT

4.13 SUSPENSION

In accordance with **The Student First Act of 2011**, an employee may be suspended for cause with or without pay on the recommendation of the superintendent and approval of the board. Suspension of up to 20 working days may not be appealed. Suspension for more than 20 days, appeal is the same as termination.

4.0 PERSONNEL MANAGEMENT

4.14 TENURE

An employee gains tenure or non-probationary status after being employed for three consecutive complete years and be reemployed for the fourth consecutive year.

A complete year means that an employee was hired before October 1 of the school year. Time during which a teacher has an emergency or alternative certificate does not count toward tenure.

4.0 PERSONNEL MANAGEMENT

4.15 SEPARATION PROCEDURE/REDUCTION IN FORCE

(TEACHERS)

When the board determines that a decrease in the number of teaching, administrative or other professional positions is justified in a particular program or teaching area, and the decrease requires the termination of one or more certificated employees, the following procedures will apply:

- A.** The superintendent will notify employees and their professional organization in writing 30 days before any reduction in force is proposed for board action. Notification of recalls will be made to the employees and to the employee's professional organization.
- B.** The person(s) selected for termination shall be from among those throughout the system who occupy the same type position that is being reduced and not by school or program from which the position is eliminated.
- C.** The individuals first selected for termination shall be from among those who occupy the type position eliminated who do not have continuing service status.
- D.** If additional persons are to be terminated and it must be from among those who have continuing service status, the selection shall be of those who have the fewest years of service in the Lauderdale County School System. In cases of equal tenure, the

individuals with the lowest certification level (fewest degrees) for which pay is received will be selected for termination.

- E.** If a tenured certificated employee identified in the above process learned tenure in a lower position due to prior service in Lauderdale County, the individual shall be given the opportunity to return to that type position rather than be terminated. If he/she chooses to do so, then a person in that lower classification will be selected for termination if no vacancies exist at that level.
- F.** Any tenured certificated employee to be terminated under this policy shall be sent a written notice with a statement of the reason for the proposed termination and otherwise in compliance with Chapter 24, Title 16, Code of Alabama, 1975.
- G.** If within 24 calendar months from the opening date of the following school term the school system needs certificated persons, the board will offer re-employment to those certificated employees who had continuing service status and were laid off. This offer will be by certified mail and in the reverse order of dismissal providing proper certification for the vacant position is held and the individual's' classification during his prior service is appropriate to that vacant position. The employee must accept or reject the offer in writing by registered letter, return receipt requested, within ten (10) days after receipt of the offer, or the offer shall be deemed to be rejected and such offer will then

expire. The provisions of this section 7 shall not apply to non-tenured employees.

- H.** This policy shall not act to prevent the administration from complying with state and federal requirements as far as desegregation is concerned.

(Approved by the Lauderdale County Board of Education on July 24, 1997.)

4.0 PERSONNEL MANAGEMENT

4.16 RESIGNATION

No professional employee, whether in continuing service status or not, shall be permitted to cancel his contract during the school term for which said contract is in effect, not for a period of 30 days previous to the beginning of such school term, unless such cancellation is mutually agreed upon; any such employee shall be permitted to cancel his contract at any other time by giving five (5) days written notice to the board. Any such employee canceling his contract in any manner than herein provided shall be deemed guilty of unprofessional conduct, and the state superintendent of education by authority of 16-24-11, Code of Alabama, 1975, is authorized to revoke or suspend the certificate of the employee. Certified employees who wish to terminate employment shall provide written notice to the superintendent as soon as the decision is final.

4.0 PERSONNEL MANAGEMENT

4.17 RETIREMENT

All professional employees (those employed for twenty or more hours per week) shall be members of the Teacher's Retirement System of Alabama. It shall be the responsibility of each eligible employee to check with the system's payroll office about retirement benefits.

(Revised July 24, 1997)

4.0 PERSONNEL MANAGEMENT

4.18 HEALTH EXAMINATIONS

The Lauderdale County Board of Education, in accordance with statutes, shall not require a physical examination for tuberculosis as a basis of employment.

4.0 PERSONNEL MANAGEMENT

4.19 LEAVE

A. Detached Duty Leave

An employee wishing to attend any educationally related conference, meeting, or convention, having an educational benefit to the system, may be granted detached duty leave for such purposes upon approval of the superintendent. Local schools may, through their clubs or own departments, pay for substitutes for detached duty for employees, provided the leave has the superintendent's prior approval and the substitute's pay is sent by local school to the central office bookkeeping department for payment of substitutes. The Lauderdale County Board of Education will pay for substitute teachers for regular teachers who are serving on visiting committees (elementary or secondary) of ADVANC-Ed, with the approval of the superintendent.

B. Personal Leaves and Absences (Illness)

All full-time employees may accumulate sick leave at the rate of one (1) day per month. If an employee is on sick leave for five (5) or more consecutive days, the employee shall provide his principal or immediate supervisor with a statement signed by a doctor certifying to the illness or injury. If absences occur frequently or if there is a reason to question whether an absence complied with

the above causes, the superintendent will require that the employee provide verification of the reason. In addition, the school board may require verification of illnesses by a licensed physician employed by the board. (Adopted October 22, 1991)

Sick leave is defined as the absence from regular duty by a professional employee because of (1) personal illness; (2) bodily injury which incapacitates the teacher; and (3) sickness or death in the immediate family.

C. Family/Medical Leave

The Lauderdale County Board of Education complies with the Federal Family and Medical Leave Act (P.L. 103-3). This act applies to all board employees who have been employed by the board for at least twelve (12) months and who worked for at least 1,250 hours during that twelve-month period. Under the act, an eligible employee is entitled to twelve (12) weeks of unpaid leave during a twelve-month period for the following reasons: (1) the birth and first-year care of a child; (2) the adoption or foster placement of a child; and (3) the care of a “serious health condition”. (See the bookkeeping department for further details.) (Approved by the Lauderdale County Board of Education October 7, 1993.)

D. Temporary Disability

A certified or classified employee shall be granted a leave of absence without pay in accordance with the provisions contained

herein upon verification of temporary disability. Pregnancy shall be considered a temporary disability.

1. The employee shall be allowed to continue duties as long as the employee's physician and the superintendent conclude that duties can be performed effectively. In the event of the employee's disagreement with the superintendent's decision, an appeal can be initiated in accordance with policy.
2. It is the responsibility of the employee to submit a request for leave in writing no less than sixty (60) days before the anticipated date of the leave unless the disability is of an emergency nature.
3. Verification by the attending physician that the employee is capable of performing assigned duties shall be submitted to the superintendent prior to assuming duties.
4. A person granted temporary disability leave shall be eligible for reinstatement to the position previously held.
5. A person adopting a child shall be eligible for leave and shall notify the superintendent in writing of the request in sufficient time to allow for the employment of an adequate replacement. The superintendent shall be notified in writing of the employee's desire to be reinstated at least thirty (30) days prior to the anticipated date of return.
6. Persons granted a temporary disability leave shall retain all

accrued benefits. No benefit shall be payable to an employee because of a disability which results from any of the following:

- a. Intentionally self-inflicted;
- b. Participation in any unlawful act;
- c. Participation in a riot or civil demonstration;
- d. Working for another employer other than this district.

E. Association Leave

A reasonable number of leave days for activities connected with the Lauderdale County Education Association may be granted (e.g., members' attendance at the annual delegate assembly). The expense of a substitute for association leave days shall be borne by the Lauderdale County Education Association and shall be payable to the Lauderdale County Board of Education. All such leave days shall have prior approval of the superintendent of education and approval of the board before they are taken.

F. Military Leave

The board will follow the state regulations concerning military leave.

G. Jury Duty

A board employee who is required to serve on a jury shall receive the regular pay to which he is entitled, in addition to any monies

he receives for jury duty.

H. Unpaid Leave of Absence: (Approved July 23, 2013)

An unpaid Leave of Absence is governed by Section 16- 24C-13 of the Alabama Code:

(a) Leave of absence for a period of one year for good cause may be granted to an employee by an employer without impairing the tenured or non-probationary status of the employee. For valid reason, the employer may extend the leave of absence for one additional year.

(b) Leave of absence for military service shall be as provided in Section 31-2-13. (*Act 2011-270, p. 494, §13.*)

It shall be the policy of the Lauderdale County Board of Education related to the granting of an unpaid leave of absence:

Tenured, non-probationary personnel may be granted an unpaid leave of absence upon and subject to the following terms, conditions, and limitations:

(a) Leave shall be without pay or benefits except as may be required by law;

(b) Leave may be sought for medical, educational or any other lawful reason for a period of one year, but the decision to grant leave shall be at the Board's sole discretion upon due consideration of the Superintendent's recommendation. A second year may be granted using the same guidelines used for the first year;

(c) Verification for leave must be provided following these guidelines; 1. A Physician's verification for medical leave, 2. Proof of enrollment in accredited coursework for an educational

leave and, 3. Any other documentation requested by the Board or Superintendent.

(d) Application for leave shall be made in writing to the Superintendent with an explanation of the reason(s) and the requested duration thereof, and such other information as may reasonably be required by the Superintendent or the Board in connection therewith;

(e) An employee wishing to return to active status prior to the expiration of approved leave must apply to the Superintendent in writing not less than thirty (30) days prior to the requested return date. An early return will be denied if the position has been filled by a full time employee;

(f) Return from a leave of absence is expected on the first day after the granted one year leave of absence, unless a different return date was sought and approved by the Board. Employees wishing to extend the leave of absence must make a request to the Superintendent within no less than thirty (30) days prior to the end of the first year's leave;

(g) Unpaid leave may not be granted for the purpose of permitting the employee to secure other regular or full-time employment during the leave term, and using leave for such purpose constitutes grounds for rescinding the leave;

(h) Employees returning to active status following leave will be assigned to a position that is comparable but not necessarily identical to the position previously held, and only for which they are properly certified;

(i) Employees on leave prior to the adoption of this policy will be grandfathered.

The extent of unpaid leave on tenure, accrued sick leave, or retirement benefits is governed by law. Non-tenured personnel are not eligible to be granted a leave of absence.

4.0 PERSONNEL MANAGEMENT

4.20 ON-THE-JOB INJURIES

The Lauderdale County Board of Education will provide full salary up to 90 days for all eligible employees that are absent from work due to injuries occurring while on the job. It is the employee's responsibility to report an injury within 24 hours to his/her immediate supervisor, and to provide appropriate medical verification of the injury. The Lauderdale County Board of Education reserves the right to appoint a medical, dental, or psychological professional to verify any claim. (Revised July 24, 1997)

All job-related injuries must be reported to the supervisor the day the accident occurred and the appropriate accident report filled out by the supervisor and reported to the superintendent.

4.0 PERSONNEL MANAGEMENT

4.21 VACATION

Only 240 day employees qualify for Annual Leave/Vacation time (10 days per calendar year, Jan. 1-Dec. 31). Vacation times are to be scheduled and approved with the principal or supervisor.

Newly hired 240 day employees earn annual/vacation days for their 1st year of employment in accordance to the following table:

Month Hired	Number of Vacation Days
Jan-March	10
April	9
May	8
June	7
July	6
August	5
September	4
October	3
November	3
December	1

Vacation days must be taken in either half day or full day increments. Vacation days must be used during the calendar year earned. Vacation days do not accrue. Employees are not compensated for unused vacation days.

4.0 PERSONNEL MANAGEMENT

4.22 WORK SCHEDULES AND ASSIGNMENTS

Assignment of duties and schedules of work will be made by the employee's immediate supervisor as dictated by the system's operational demands. Assignment of classified employees' duties will be made by his immediate supervisor or principal.

4.0 PERSONNEL MANAGEMENT

4.23 REDUCTION IN FORCE (RIF) CLASSIFIED EMPLOYEES

The Lauderdale County Board of Education will use the following procedures when the superintendent and board determine that a reduction in force (RIF) is necessary for classified employees.

- A.** The superintendent will notify employees and their professional organization in writing 30 days before any reduction in force is proposed for board action.
- B.** To the extent possible, the reductions shall be accomplished through attrition.
- C.** The superintendent shall recommend in writing to the board the positions or job classification to be affected and the particular employees to be dismissed.
- D.** The board, upon the recommendation of the superintendent, shall Determine the positions or job classifications to be affected and the particular employees to be dismissed.
- E.** If reductions beyond those achieved by attrition are necessary, length of service with the Lauderdale County System shall govern. Probationary employees will be the first to be terminated. Non-probationary employees will be terminated only after all

probationary employees in the designated position or job classification has been laid off.

- F. If it is necessary to include non-probationary employees in the reduction in force, non-probationary employees having the least length of service will be the first laid off. In the event two or more employees have the same length of service, the board will consider the performance, ability, and skill of the employee.
- G. All reductions are subject to any applicable statutory and constitutional limitations, including the procedural protection of **The Student First Act of 2011**.
- H. Employees terminated pursuant to this policy have recall rights to the position from which he or she was terminated for two (2) calendar years from the effective date of termination. If a former employee refuses an offer of employment pursuant to this policy, his or her rights of recall are forfeited.
- I. Nothing in this policy shall be deemed to create a property interest in continued employment, or to create an expectation of further or continued employment beyond that provided by, where applicable, **The Student First Act of 2011**.
- J. This policy shall not act to prevent the administration from complying with state and federal requirements as far as desegregation is concerned.

(Approved by the Lauderdale County Board of Education, March 5, 1998.)

4.0 PERSONNEL MANAGEMENT

4.24 POSSESSION OF FIREARMS BY PERSONNEL

The Lauderdale County Board of Education prohibits any employee from having a firearm in his/her bodily possession or attendant belongings while on school property, with the exception of the board-appointed school resource officer/officers where position warrants the possession of a registered firearm on their person and who have been authorized by their appointment and possess a permit to carry a firearm. This policy applies to all school property, or in any school district buildings or facilities during regular employment hours or at any scheduled school function or activity when parents, students, or teachers are present. In addition, no employee shall have in his/her possession an unlicensed firearm in or on school property or within 100 feet of a school except as provided for in the U.S. Code.

School principals and supervisors as may be designated are directed to post signs at the doors of all school buildings and on the grounds of school property advising all personnel, the general public, and students that possession of a firearm in a school zone is a violation of federal law.

Conviction of a violation of the Gun-Free School Zone Act of 1990 could result in a \$5,000 fine and/or five (5) years in a federal penitentiary.

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

Any employee that violates the provisions of this policy will be suspended with pay, reported to the local law enforcement agency, and provided a due-process hearing before the board of education for possible termination.

APPROVED BY THE LAUDERDALE COUNTY BOARD OF
EDUCATION ON APRIL 25, 2000.

4.0 PERSONNEL MANAGEMENT

4.25 PERSONNEL RECORDS

A. Responsibility for Maintaining Records

The superintendent or designee shall have the responsibility to initiate and maintain a current personnel record/file at the central office on each employee. The central office file shall be considered as the primary file with local schools/worksites maintaining such files as are necessary for the operation of the school/worksite and storage of adequate evaluation data on employees.

B. Security of Records

All information regarding certified and classified personnel shall be collected, maintained, and disseminated under such safeguards of privacy as may be obtained through informed consent, verification of accuracy, limited access, selective discard, and appropriate use. Such records shall be considered as confidential and shall not be transmitted to other persons or agencies without the written consent or notification of the employees.

C. Review of Records by Employees

An employee or any person designated in writing by the employee

shall have the right, after signing appropriate request forms in the central office, to examine the contents of his/her personnel record/file during normal business hours and in the presence of a designated employee of the central office. The total contents of the record/file shall be available to the employee except application references. Such references shall not be made available to employees or other persons or agencies, unless an appropriate release or permission is granted by the reference source. A representative of the employee may accompany him/her during the personnel file review. The employee may object in writing to any material contained in his/her record/file. A school district representative shall attach the written objection to the appropriate material. Any material pertaining directly to work performance may be placed in the personnel record of the employee, with a copy of the materials provided to the employee. Any material that may tend to diminish an employee's professional or work status or reflect adversely on the employee shall be provided to the employee by a school district representative.

D. Anonymous Complaints/Materials

Anonymous complaints or material received by school officials regarding an employee shall be transmitted immediately to the superintendent. The superintendent or designee may investigate

such complaints or materials if the superintendent deems an investigation appropriate. If the result of the investigation finds the complaint to be false or groundless, then all materials related to the complaint and investigation shall be destroyed. If the investigation proves the complaint to be true, and then the results shall be reduced to writing, signed by the superintendent or designee, dated and attached to the material or complaint description and placed in the employee's personnel file. Anonymous complaints not investigated within 30 calendar days of receipt shall not be retained and shall be destroyed.

E. Transfer of Records

An employee may request the transfer of his/her personnel record/file or any parts thereof upon written request to the central office. The school system may transfer an employee's personnel record/file or copies or parts thereof to another perspective employer or employer. Any associate duplicating/copying costs shall be borne by the employee and/or other employer or perspective employer.

F. Releasing Records to Government Agencies

Any document which may be lawfully contained in the personnel file shall be made available to a lawfully authorized hearing officer or panel conducting an investigation into the competency or performance of an employee and to all appropriate law

enforcement officials and/or any court of jurisdiction based on a lawful subpoena. Statistical data on employees or former employees may be transmitted by the school system to appropriate governmental agencies for historical research/information.

G. Arranging to Review Personnel Files by Employees

Should an employee wish to review his/her central office personnel file, he/she may make an appointment with the superintendent or designee. Personnel files shall be reviewed in the personnel office and in the presence of the person in charge of personnel records. An employee may review local school personnel records upon request and in the presence of the principal or assistant principal or their designee. A representative of the employee may accompany him/her during the personnel file review.

APPROVED BY THE LAUDERDALE COUNTY BOARD OF
EDUCATION ON OCTOBER 31, 2000.

4.0 PERSONNEL MANAGEMENT

4.26 SICK BANK-CATASTROPHIC LEAVE BANK

A. Purpose

To establish a Sick Leave Bank, in accordance with Section 16-22-9, Code of Alabama, as amended with HB210, passed by the House and Senate of the State of Alabama, June 9, 1999, to provide a loan of leave days for participating members.

Terms:

1. LCBOE. Lauderdale County Board of Education
2. CATASTROPHIC ILLNESS. Any illness or injury so certified by a licensed physician which results in an extended period of absence of an employee.
3. SLB. Sick Leave Bank

B. Establishment of Sick Leave Bank

1. Upon request of 10 percent of the full-time certificated and/or full-time support employees, a sick leave/catastrophic sick leave bank shall be established.
2. The Sick Leave Bank Committee shall consist of five employees, one representing the superintendent, subject to LCBOE approval, and four representing the participating members of the sick leave bank. At the beginning of each scholastic year, an election shall be held among SLB members to determine by secret ballot the four members who are to serve on the SLB committee. The term of office shall be one

year. The superintendent shall be responsible for conducting the election in a fair and equitable manner, ensuring the confidentiality of the secret balloting process.

3. Vacancies occurring on the committee shall be filled by the respective parties. No representative on the committee shall serve for a term longer than five years.
4. The application for SLB loans and SLB membership shall be developed by the committee and any revisions shall be made by the committee. Forms shall be available at the central office and in the principal's' office.
5. Accounting and administration of the SLB shall be the responsibility of the LCBOE.
6. In the event the SLB participation falls below 10% of active, full time employees, the bank will be terminated.

C. Eligibility and Guidelines

1. Participation in the SLB shall at all times be voluntary on the part of the employee.
2. Participating employees shall make an equal contribution of five (5) days to the SLB. At the beginning of the scholastic year, or upon employment of a new employee, as the case may be, the five (5) sick leave days shall, upon application of the new employee, be credited to the new employee's account to enable the new employee to join the SLB if the new employee does not have the minimum number of sick leave days to enable him or her to join the bank.
3. Open enrollment in the SLB shall be during the months of August and September of each year. Membership shall become effective immediately upon enrollment of the employee.
4. A participating employee may discontinue membership in the SLB only during the open enrollment period or upon

termination of employment. An appropriate form or letter must be completed and sent to the central office.

5. A participating employee must exhaust all of his/her sick leave days before borrowing from the SLB.
6. A participating employee shall not be allowed to accumulate in excess of the maximum number of days earned per contract year times the total number of years of credited service, including days on deposit in the SLB. (Ex. 9 month contract employee: 9 days per year times 30 years service equals 270 days.) (REVISED)
7. A participating employee may owe up to 15 days more than he/she has on deposit in the SLB. Extensions of this limit can be granted if over 50% of the participating members of the SLB vote to extend such limit.
8. The SLB committee shall review each request for loans from the SLB and either approve or deny such request. The number of days loaned shall be approved by the SLB committee. In determining the number days to loan an applicant, the factors to be considered include, but are not limited to:
 - a. The need of the applicant.
 - b. The circumstance of the illness or disability.
 - c. The availability of days in the sick leave bank.
9. The following conditions must be met for the SLB committee to consider a loan request:
 - a. All accumulated sick leave days must have been exhausted including days granted by the board for injuries sustained on the job.
 - b. A statement from a licensed physician shall accompany all applications for SLB loans. The statement shall certify

the nature of the injury or illness and indicate an estimated recuperation period.

- c. Applications for a loan from the SLB should be received in the central office by the end of the payroll period for the month.
- d. In circumstances where a participating employee is incapacitated, his/her designated agent may make application to the SLB on the contributor's behalf.

10. Requests for loans from the SLB shall be made in whole-day increments.
11. The outstanding balance of days owed to the SLB shall be replaced by the employee at the rate of one day per month beginning with the first sick leave day earned after the employee returns to work. This pay back will continue until all days borrowed are completely repaid.
12. Upon the resignation or other termination of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the prevailing rate of pay. In the event that the final paycheck is not sufficient to cover the outstanding balance owed, the Board would then bill the employee or, if necessary, the estate of the employee.
13. Any alleged abuse of the SLB shall be investigated by the SLB committee and, on a finding of wrongdoing, the

employee shall repay all of the sick leave credits drawn from the SLB and shall be subject to other appropriate disciplinary action as determined by the board of education.

14. If a participant disagrees with any decision made by the SLB committee, he/she may appeal such decision, in writing, to the LCBOE. The decision of the LCBOE shall be final.
15. All SLB policy changes are subject to approval of the LCBOE.
16. Upon retirement or resignation, the balance of days in a SLB account will be transferred to the employee's personal account.

D. Catastrophic Sick Leave

1. Participating employees, at their discretion, may donate a specific number of days to the SLB to be designated for a specific employee who is suffering a catastrophic illness as recognized and defined by the state board of education.
 2. The recipient of the donated days must have no sick leave
days left in his or her account and must have exhausted the 15 days which may be borrowed from the SLB. The recipient must have also exhausted all personal leave days.
 3. Donated days shall become available for use by the designated employees who shall not be required to repay these

days.

4. Participants donating days to the SLB for catastrophic illness shall understand that these days are donated and cannot be recovered or returned.
5. Employees may not donate more than 30 days to another employee per incident, but may give to more than one employee on catastrophic leave. (ADDED)

4.0 PERSONNEL MANAGEMENT

4.27 NEW EMPLOYEES AND VOLUNTEERS

All persons/volunteers that are to be employed to work with students on a regular basis in the Lauderdale County School System must be recommended by the superintendent and approved by the Lauderdale County Board of Education. A background check must be conducted on all new employees and volunteers that work with students in the school system. They must also meet E-Verify requirements. Volunteers who assist athletic teams must meet AHSAA guidelines. All salaries paid to these employees must be sent through the bookkeeping department where the proper federal and state tax deductions will be made and a W-2 form issued. No retirement will be deducted for temporary employees. This approval will give these people the same liability insurance coverage as other teachers have.

Due to the liability involved, it is important that all people working with students in any capacity where injuries could occur are properly trained and under the direct supervision of a certified teacher/coach. Volunteers should be supervised very carefully to avoid claims of negligence on the part of the principal, coaches, and school.

4.0 PERSONNEL MANAGEMENT

4.28 SUBSTITUTE TEACHING

Persons employed as substitute teachers should register in the superintendent's office. To be eligible to substitute in the Lauderdale County schools, a person shall have at least a high school diploma, be subject to a background check, and the E-Verify process. The Alabama State Department of Education will issue the person an Alabama Substitute License when all criteria have been satisfied.

Assignment of these teachers will be left to the local school principal who is encouraged to use the best qualified personnel on the substitute list from the superintendent's office.

4.0 PERSONNEL MANAGEMENT

4.29 STUDENT TEACHING

It shall be the policy of the Lauderdale County School Board to allow in-state accredited colleges and universities to place student teachers on our campuses with the recommendation of the school principal and approval of the superintendent. Prospective student teachers who attend accredited out of state and/or online schools must meet with the superintendent to discuss a placement. Prospective student teachers who attend non-accredited schools will not be allowed to be placed on our campuses.

4.0 PERSONNEL MANAGEMENT

4.30 POLITICAL ACTIVITY BY EMPLOYEES

Employees may not use Board property or resources to engage in political electioneering and may not engage in partisan political activities (including but not limited to the distribution of campaign material or literature) during regular school or duty hours or at Board-sponsored or Board-sanctioned events, functions, or at activities at which the employee is on duty or assigned official responsibilities. Employees may not invite or allow announced candidates for political office to address student groups except when such candidates are participating in a forum or like format that is designed to provide all candidates the opportunity to participate. Such forums may be conducted only for appropriate age groups, and with the advance approval of the school principal and the Superintendent. Signs for political candidates may not be placed on schools or school board property. Campaign literature for political candidates and other such material may not be distributed on Board property or placed in teacher mailboxes during the regular school or work day without approval from the principal, and may not be distributed at school or Board sponsored events or activities in a manner that impedes the normal and safe movement of pedestrian or vehicular traffic, that creates any other safety hazard or risk, or that disturbs or disrupts the function, activity, or event. Political literature may not be placed on parked vehicles on Board property at anytime.

4.0 PERSONNEL MANAGEMENT

4.31 EMPLOYEE GRIEVANCE PROCEDURE

The purpose of this procedure is to provide prompt and fair resolution of employee complaints and grievances. Any employee of the Lauderdale County School System has the right to appeal the application of policies and administrative decisions affecting him/her. The employee shall be assured freedom from reprisal in presenting his/her grievance.

A grievance is defined as a complaint by any employee. It shall be initiated orally at the level at which the action occurred and shall be done within a reasonable time following the act or condition which is the basis for the complaint. Beyond the initial step, the grievance must be in writing. All grievances shall be handled expeditiously and in accordance with the following procedure:

Level One: Any complainant who has a grievance shall discuss it with his/her principal/immediate supervisor with the objective of resolving the matter informally.

Level Two: If, as a result of the informal discussion, the matter is not resolved, the complainant shall give the full details of his/her grievance in writing to his/her principal/immediate supervisor within five (5) school days.

The principal/immediate supervisor shall communicate his/her decision to the complainant in writing within five (5) school days of the receipt of the written grievance.

Level Three: If the grievance remains unresolved, the complainant may, no later than five (5) school days after receipt of the above decision, appeal it to the Superintendent of schools. The appeal must be made in writing and must give details concerning why the decision appealed is unsatisfactory. The Superintendent shall give his decision in writing to the complainant within five (5) school days.

Level Four: If the grievance is not resolved, the complainant may, no later than five (5) school days after receipt of the Superintendent's decision, request a review by the Board of Education. The request shall be made in writing through the Superintendent, who shall attach all papers relating to the grievance. The Board of Education shall review the grievance, hold a hearing (either open or closed as per request of the complainant) with the complainant, and render a decision in writing within thirty (30) days of receipt of the appeal. The complainant shall have the right to present his/her own grievance or may designate a representative of his/her choice to appear with him/her during a hearing held by the Board. The complainant who chooses to have such representation shall provide advance notice in writing to the Superintendent at least two (2) days prior to the hearing.

Level Five: In the event the complainant is not satisfied with the disposition of the grievance by the Board of Education, he/she may appeal such decision to appropriate authorities as provided by law or seek recourse through the state or federal court system. (Ref: Title IX of the Education Amendments of 1972, as amended; Board Minutes 6-7-76; Section 504, Rehabilitation Act of 1973; P.L. 94-142)

4.0 PERSONNEL MANAGEMENT

4.32 EMPLOYEE ADMISSION TO SPORTING EVENTS

1. An employee with a valid Lauderdale County Schools identification card will be admitted free of charge to any sporting event sponsored by Lauderdale County Schools. [State Ethics Law Amendments 36-25-1(33) (b) (8)]
2. A retired employee of the Lauderdale County School System with a valid retiree identification card will be admitted free of charge to any sporting event sponsored by Lauderdale County Schools.
3. State Playoffs are excluded from this free admission policy.
4. The Lauderdale County Schools valid identification card is for free admission of the individual employee only and does not include any family members or guests.

(Approved September 1, 2011)

5.0

CURRICULUM

AND

INSTRUCTION

5.0 CURRICULUM AND INSTRUCTION

5.01 PHILOSOPHY OF EDUCATION

The board of education realizes that no one philosophy of education can express the sentiments or beliefs of all teaching personnel. Generally, however, education is perceived as a process of growth and includes the mental, moral, emotional, physical, and spiritual aspects of the individual. Each child is seen as a unique person who is possessed with certain potentials, needs, aspirations, and interests. As each pupil is different, it is the purpose of education to provide him maximum potential so that he may be a useful and productive member of society.

It is understood that though all children will not learn all things equally well, all should have an equal opportunity in the pursuit of education, so the board of education will attempt to balance its program to provide for the varied interests of the pupils of the schools. The board accepts the premise that the center of the school curriculum is the child and that the instructional program should be tailored to fit a developmental pattern of education.

The board of education accepts the conclusion that the education of children is a comprehensive program which must be undertaken in cooperation with other institutions of society and will seek to establish and maintain strong ties with parents and community programs.

5.0 CURRICULUM AND INSTRUCTION

5.02 EQUIVALENCE STATEMENT

The Lauderdale County Board of Education, with this policy, directs the superintendent of education to ensure equivalence among schools in teachers, administrators, and other staff. The board also directs equivalence among schools in the provision of curriculum materials and instruction supplies.

It is the intent of the board to provide the funds and personnel to meet the requirements of the AdvancED\SACS standards, federal and state laws, state board resolutions, and local board policy staying within a balanced budget. Local school initiatives are encouraged to provide additional funds for new programs.

5.0 CURRICULUM AND INSTRUCTION

5.03 GOALS AND OBJECTIVES

The board has established the following broad goals of education for each student:

A. Intellectual Discipline

Knowledge of the basic skills such as reading, writing, and arithmetic in the early elementary grades, accompanied by the study of mathematics, science, history, English and other languages in the higher grades; Development of the skills of logical analysis, evaluation, and problem solving; Development of skills, knowledge and attitudes necessary for effective communication, including listening, speaking, reading and writing.

B. Economic and Occupational Competence

Knowledge of the fundamental economic structure and processes of the American system and the opportunities for the individual citizen in the system; Development of skills and associated knowledge and attitudes necessary for making intelligent choices for entering and processing in the world of work; Competence in the application of economic knowledge to such practical

functions as handling personal finances and participating in community economic affairs.

C. Citizenship and Self-Understanding

Knowledge of comparative political systems with emphasis on the democratic institution, the American heritage, and the responsibilities of citizenship; Practice and skills in participating in the political process and understanding of how political decisions are made; Development of skills, knowledge and attitudes necessary for becoming a responsible citizen, for understanding himself and his values as they relate to society.

D. Physical and Environmental Health and Ecological Balance

Development of skills and knowledge of the requirements for personal hygiene, nutritional consumption and physical exercise to maintain personal health; Knowledge of the dangers of addiction to harmful practices or consumption of harmful materials; Knowledge and understanding of the physical world and the relationship of the individual to it. Competence in recognizing and preventing environmental, ecological and health problems.

E. Creativity and the Arts

Knowledge and appreciation of the fine arts as they are an integral part of the individual's life.

F. Community and Life-Time Education

Commitment to education for the entire community to provide means for economic improvement, cultural development, and enrichment of personal and family lives; Encouragement of citizens to utilize school facilities for community and educational purposes whenever possible; Appropriate physical education and recreational athletic opportunities aimed at physical fitness and participation in lifetime sports.

5.0 CURRICULUM AND INSTRUCTION

5.04 RIGHT TO EDUCATION POLICY STATEMENT

The Lauderdale County Board of Education is dedicated to the promise that every child of school age in Lauderdale County is entitled to a free public education. (This includes all the children with exceptionalities as listed in Act 106, including Amendment 688, and P.L. 94-142 as well as the gifted child.)

- A.** Exceptional children in all schools in the boundaries of the service area of the Lauderdale County Board of Education shall be provided services even though they may be enrolled in private schools or may be served by other service agencies.
- B.** The Lauderdale County Board of Education feels that the unserved handicapped child should receive first priority in the development of programs for the inadequately served handicapped child and the gifted child.
- C.** By a process of program development, the Lauderdale County Board of Education will provide a free and appropriate education to all exceptional children as required by the Alabama State Law.
 - 1. Special Education
The program for exceptional children and youth in the Lauderdale County schools shall establish classes for the

following exceptionalities when needs are identified:

- a) Emotionally disturbed
- b) Hearing impaired
- c) Gifted and talented
- d) Learning disabilities
- e) Mental retardation (educable & trainable)
- f) Crippled and other health impaired (hospitalized and homebound)
- g) Speech impaired
- h) Visually impaired
- i) Deaf/blind/multiple handicapped

Criteria for admission to the program as well as other fundamental requirements shall follow the Alabama State Plan as well as current federal regulations.

2. Due-Process Procedures

The local plan for special education shall include procedures for the due-process afforded any child receiving services as outlined here in sequence:

- a) Prior notice to parents of referral
- b) Referral for special services
- c) Permission from parents for testing
- d) Review of screening and evaluation
- e) Pupil eligibility committee screening

- f) Recommendation for services
- g) Admission, review and dismissal (ARD) committee approval
- h) Individual Education Plan (IEP)
- i) Parent conference (for IEP approval)
- j) Parent permission for placement
- k) Review of progress
- l) Periodic re-evaluation and review.

5.0 CURRICULUM AND INSTRUCTION

5.05 CURRICULUM DEVELOPMENT

Basic responsibility for curriculum development shall, under the superintendent's direction, rest jointly with the individual school(s) and the various departments related to instruction in the central office.

- A.** Providing leadership to the schools individually and system-wide.
- B.** Coordinating the planning and the decision-making so that a common direction of action is provided for the school system.
- C.** Working with principals and teachers of the individual schools in adapting the curriculum to meet the needs of slow, average and superior learners and those physically and/or mentally handicapped.
- D.** Communication information provided by individual principals, teachers or schools to other schools which might effectively use such information.
- E.** Communicating to the schools information which affects system-wide agreements and plans for curriculum development.

5.0 CURRICULUM AND INSTRUCTION

5.06 CURRICULUM ADOPTION

All course offerings in the instructional program shall be reviewed and approved by the Superintendent and the Board of Education and shall conform to standards established by the State Department of Education.

5.0 CURRICULUM AND INSTRUCTION

5.07 BASIC PROGRAM

Standard academic areas of instruction outlined in the State Department of Education Courses of Study shall comprise the basic instructional program of the Lauderdale County schools. Beginning with kindergarten and extending through the twelfth grade, the program of study shall encompass the skills, attitudes and understandings which developmentally contribute to the stated goals and objectives of the system. The basic program shall meet all legal requirements. Additions to the basic curriculum shall be included as mandated by the State Department of Education or by legislation approved by the Alabama State Legislature or by approval of the Lauderdale County Board of Education.

5.0 CURRICULUM AND INSTRUCTION

5.08 INSTRUCTIONAL SCHOOL DAYS

In accordance to state law, teachers shall be contracted for 187 days per year, with a minimum of 180 teaching days.

5.0 CURRICULUM AND INSTRUCTION

5.09 STUDENT REPORT CARDS

A. Teachers will use the report cards and grading system approved by the Lauderdale County Board of Education. Parent conferences will be scheduled by the teacher as needed.

B. The marking system will be:

A - 90-100

S-Satisfactory

B – 80-89

U-Unsatisfactory

C - 70-79

NI-Needs Improvement

D - 60-69

X-Not taught this 6 weeks

F - 59 or below

FA- Failure due to absences

Teachers may give pluses or minuses.

Example: B+ (87-89)

B (84-86)

B- (80-83)

C. Grades 1 & 2 will use letter grades with pluses and minuses.

D. Grade 3 will use numerical grades for Reading, Language, Arithmetic, and Spelling (assigned words).

- E. Grades 4-6 will use all numerical grades in the proper grade level slot for Reading and Math.
- F. Grades 7-12 will use numerical grades.

5.0 CURRICULUM AND INSTRUCTION

5.10 PARENT/GUARDIAN NOTIFICATION

A. Poor Work Notice

Parents should be notified when a student's work indicates possible failure of the grade or subject. The parents or guardians of seniors shall be notified by mail and phone when a senior is in jeopardy of becoming ineligible for graduation due to failing grades or attendance. The parents should be requested to come to the school for a parent/student/counselor/teacher conference. Proper documentation of the above procedures shall be made on each case and filed for future reference.

B. Notice of Absences

Parents/Guardians will be notified in accordance with guidelines as listed in the Lauderdale County Student Handbook.

5.0 CURRICULUM AND INSTRUCTION

5.11 AUXILIARY LEARNING SERVICES

A. Correspondence Courses

Credit for correspondence courses may be allowed only on the following conditions:

1. Written approval must be given by both the principal and superintendent before the correspondence work is begun.
2. Credits can be earned through correspondence from institutions recognized by the State Department of Education and from institutions accredited by the National Home Study Council, a national accrediting agency recognized by the U.S. Office of Education.
3. Only one unit may be earned during the regular school year by a student, and this credit must be included in calculating his/her program of study.
4. Correspondence work should be taken only when the curricular offerings deny a student a course he/she particularly needs.
5. Not more than one fourth of the total units required for graduation may be taken by correspondence.

B. Tutoring

Approval from the principal and superintendent must be granted to a student prior to registering for a course or grade level in which the tutored subject is pursued.

C. Homebound Students and Teachers

1. The homebound teacher must hold an Alabama professional teaching certificate. The elementary/secondary certificate is preferred for the teacher of homebound students. It is highly desirable that the homebound teacher have specialized training. The special education certificate may better serve the purpose of some programs. The teacher should be qualified in the subjects in which the homebound students are scheduled.
2. The homebound student would be an enrollee of a particular school with his/her permanent records filed in the principal's office and/or guidance office of that school. The homebound student may in turn graduate from the school in which he is enrolled after completion of the required number of credits. If it is the judgment of a physician of the homebound student that he/she be exempt from physical education, other elective subjects may be scheduled in lieu of physical education to complete the required units of credit required for graduation.

5.0 CURRICULUM AND INSTRUCTION

5.12 TEXTBOOK SELECTION COMMITTEES

A. The Lauderdale County Board of Education shall appoint the following textbook committees with the individual members serving a term of one year:

1. The Lauderdale County Textbook Selection Committee
2. The Lauderdale County Parent Textbook Advisory Committee

B. The composition of the Textbook Selection Committee shall be as follows:

1. During the adoption of textbooks for core subjects (language arts, mathematics, science, and social studies), each K-12 school shall have one K-6 teacher member and one 7-12 teacher member. Each K-6, K-9, and 7-12 School shall have one member (selected from any grade in the school). The members shall be teachers of the core subjects for which textbooks are being adopted.
2. During the adoption years of textbooks in other subject areas (health, physical education, arts, foreign languages, and driver education), one teacher member in each area from each school will serve as an *ad hoc* textbook selection committee to make recommendations for textbooks in their specific areas.
3. During the adoption of textbooks for career/technical/technology areas, each K-12 school

shall have one elementary teacher member and one high school teacher member. Each 7-12 school shall have one high school teacher member. The elementary member shall be a teacher competent in computer technology. The high school member shall be chosen from **one** of the following areas: agriscience, business education, family & consumer science, or computer technology. Each K-6 school shall have one teacher member (selected from any grade in the school) competent in computer technology. The career/technical school (center) shall have one teacher member. The other career/technical/ computer technology teachers in the school system will serve as an *ad hoc* textbook committee to make recommendations for textbooks in their specific areas.

C. The textbook selection committees will meet for the purpose of recommending to the board a list of textbooks for adoption.

D. The composition of the Parent Textbook Advisory Committee shall be five parent members of which one member will be selected from each of these schools using the following rotation: first year – Anderson, Brooks, Central, Cloverdale, Lauderdale County High School; second year – Lexington, Rogers, Underwood, Waterloo, Wilson; and then repeat the cycle.

E. The Parent Textbook Advisory Committee will meet for the purpose of advising the board on the textbooks recommended for adoption.

F. Textbooks which have been rejected by the state board of education shall not be considered for future adoption by the Lauderdale County Board of Education except for the length of an existing local contract as approved by the state superintendent. The recommendations of the textbook selection committee shall be by a majority vote for each textbook. No textbook shall be used in any school of this system unless recommended by the textbook selection committee and, upon the recommendation of the local superintendent, and adopted by a majority vote of the Board.

G. The selection, adoption, and use of textbooks shall be as prescribed by Alabama state law.

5.0 CURRICULUM AND INSTRUCTION

5.13 OFF CAMPUS TRIPS

Off Campus trips shall be permitted in Lauderdale County schools if they are of an educational nature and related to a specific element of the curriculum. The Lauderdale County Board of Education shall require all personnel sponsoring off campus trips during the scholastic year to provide supervision at all times. Supervision shall include, but not limited to: (1) off campus trip safety instructions; (2) prior written permission from the parent or guardian; (3) supervision of students for the duration of the off campus trip; and (4) use of approved transportation. All trips sponsored by a school are subject to administrative or board approval as follows:

- A.** All trips must be recommended by the principal and approved by the superintendent, except that all regularly scheduled athletic trips where students leave and return the same day shall be approved by the principal.
- B.** Trips that require groups of students to be away overnight must be recommended by the principal and superintendent, and approved by the board except athletic playoff events in which participation is required by the Alabama High School Athletic Association.
- C.** Individual students who are required to attend overnight state/district meetings due to their position as officers in the organization shall be recommended by the principal and approved

by the superintendent. Must be chaperoned by board employees.

Inasmuch as faculty members, as individuals, frequently conduct, during vacation periods, extended educational tours involving students, the board shall neither sanction nor prohibit such activities or assume any responsibility for them. These trips are strictly of a private nature and shall be so regarded by the board and all personnel. No school employees will be involved in fundraising or organizing such trips during school time. Money for trips will not be collected or disbursed through the school's books.

Elementary

1. Overnight trips will be limited to two nights with the superintendent and board giving special consideration for longer trips to special events.
2. Elementary students will not be allowed to take field trips the last 10 days of school.
3. Principals have the authority to reject any field trip.

High School

1. Overnight trips will be limited to 2 school days with special consideration given by the superintendent and board for longer trips to special events.
2. Club officers will be allowed to attend the club's state/national meetings with the principal's recommendation and superintendent's approval. Students must be chaperoned by board employees.
3. No trips will be allowed during the state testing dates except those that are mandated by other agencies.
4. Classes missed during a field trip shall be excused, but all work missed must be made up in 5 days.

5. High schools will not be allowed to take off campus trips during

the last 10 days of school.

6. Principals have the authority to reject any off campus trip.

Approved by the Board of Education on October 3, 2003.

5.0 CURRICULUM AND INSTRUCTION

5.14 LESSON PLANS

A general plan of work, including daily schedules, shall be prepared by each teacher and filed in the principal's office.

5.0 CURRICULUM AND INSTRUCTION

5.15 TEACHING ABOUT RELIGION

Teachers shall be permitted to introduce students to information concerning religions and religious beliefs; but teachers shall not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

Study of the Bible and other sacred documents as literary forms shall also be permitted.

5.0 CURRICULUM AND INSTRUCTION

5.16 DRUG EDUCATION

Drug Education (including teaching about drugs, alcohol and tobacco) within the Lauderdale County School System shall follow these guidelines:

- A.** Be conducted as an integral part of the health education program in the elementary schools and incorporated in other relevant subject areas in grades 7-12.
- B.** Be organized sequentially, comprehensive in scope, directed toward the acquisition of factual information and the development of positive attitudes and values.
- C.** Be directed toward the causes of drug abuse as well as the symptoms as part of an effective program of prevention.
- D.** Be adapted to the specialized needs of each school community.

Further, the drug education curriculum shall conform to the overall program developed by the state department of education.

5.0 CURRICULUM AND INSTRUCTION

5.17 CO-CURRICULAR/INTERSCHOLASTIC ACTIVITIES

Secondary schools within the Lauderdale County School System shall support a diversified and balanced program of co-curricular activities. Such activities shall be designed to meet the needs and interests of students without regard to race, sex, creed, religion, national origin, or handicap.

The principal of each high school shall be responsible for the school's overall interscholastic athletics, including the behavior of the school team, students and spectators at all athletic functions which are held both at home and away. Further, it shall be the responsibility of the principal to approve all expenditures of monies which include those of the athletic programs; to approve the scheduling of interscholastic contests; and to see that all safety precautions are taken in transporting pupils from his/her school to interscholastic athletic events. All supplements of any type shall be approved by the board of education and the money sent to the county office for disbursement through the proper accounting channels.

All monies from any source raised in the name of the respective school shall be properly accounted for and records made available for public inspection. It shall be the responsibility of the local principal to properly account for all monies raised at the local school, following the standards and procedures as outlined by the State Department of Education.

Finally, it shall be the responsibility of the principal to see that the school's athletic program is at all times in conformity with the rules and regulations

of the Alabama High School Athletic Association and other rules and regulations of the state board of education.

5.0 CURRICULUM AND INSTRUCTION

5.18 WORK STUDY PROGRAMS

The work-study program in the Lauderdale County schools shall be conducted in those areas of the curriculum which have gained statewide approval from the State Department of Education (e.g., Distributive Education, Business Office Education, etc.) and shall conform to the guidelines for those programs. Any work-study programs in addition to the above shall receive approval from the superintendent and the board of education before implementation.

5.0 CURRICULUM AND INSTRUCTION

5.19 ASSEMBLIES

Assemblies shall be encouraged in the Lauderdale County schools since they are a time for the entire body to be together and, as such, provide a rich opportunity for developing democratic procedures and attitudes.

Further, schools shall be encouraged to conduct assemblies, to the extent possible, with student participants instead of relying solely on outside talent. Local school officials shall have both the right and duty to preserve an orderly atmosphere during all assemblies. Students who create interference or disruption during assemblies shall be subject to appropriate disciplinary action.

5.0 CURRICULUM AND INSTRUCTION

5.20 CONTROVERSIAL SPEAKERS

To preclude unnecessary criticism, guest speakers in classroom or in assembly programs who are neither members of the student body, faculty, nor administration of the school or school system shall have prior approval of the principal.

5.0 CURRICULUM AND INSTRUCTION

5.21 AIDS INSTRUCTION

All students in grades 5-12 will receive age-appropriate instruction about aids as required by the August 27, 1987 State Board Resolution.

(Approved by the Lauderdale County Board of Education on February 3, 2000.)

5.0 CURRICULUM AND INSTRUCTION

5.22 HEALTH EDUCATION REQUIREMENTS

1. All students will be required to complete the one-half unit of health education in either grades 9, 10, 11, or 12 as necessary for high school graduation.
2. All students enrolled in the one-half unit of health education will receive CPR instruction by instructors certified through the American Red Cross or the American Health Association.
3. A suicide awareness program that includes mental and emotional health will be taught in the one-half unit of health education (State Board Resolution, June 12, 1986).

(Approved by the Lauderdale County Board of Education on February 3, 2000.)

5.0 CURRICULUM AND INSTRUCTION

5.23 SEX EDUCATION

Any program or curriculum in the Lauderdale County schools that includes sex education or the human reproductive process shall be age-appropriate and comply with the Code of Alabama 16-40A-2.

(Approved by the Lauderdale County Board of Education on February 3, 2000.)

5.0 CURRICULUM AND INSTRUCTION

5.24 NATIONAL ORIGIN MINORITY (NOM) AND LIMITED ENGLISH PROFICIENT (LEP)

The Lauderdale County School System will follow U.S. Department of Education guidelines to ensure that all National Origin Minority (NOM) and Limited English Proficient (LEP) students in our system receive an equal educational opportunity. We will follow the 1970 memorandum titled the *Identification of Discrimination and Denial of Services on the Basis of Nominal Origin* which stated, in part: Where the inability to speak and understand the English language excludes national origin minority group children from effective participation in the educational program offered by a school district, the district must take affirmative steps to rectify the language deficiency in order to open its instructional program to these students.

The following procedures will be incorporated by the Lauderdale County School System to serve LEP students effectively:

- Identify students who need assistance (IDEA Proficiency Test).
- Develop a program to ensure a success for LEP students. This includes age appropriate grade level placement and retention based solely on lack of English language skills will be prohibited.
- Ensure that necessary staff, curricular materials, and facilities are in place and used properly.
- Develop appropriate evaluation standards including program exit criteria, for measuring the progress of students.
- Assess the success of the program and modify it as needed.

5.0 CURRICULUM AND INSTRUCTION

5.25 COMPREHENSIVE COUNSELING AND GUIDANCE PROGRAM

The Lauderdale County Board of Education's comprehensive counseling and guidance program provides many important benefits to individual students by addressing their intellectual, social, emotional, and psychological needs. The program involves sequential activities designed to address the needs of all students by helping them acquire competencies in these areas: knowledge of self and others, identification of educational goals, and career planning at the elementary, middle school and senior high level. The certified counselor, along with the support of administrators, teachers, students, parents and other stakeholders, implements the program in each school.

A. Program Goals

In the elementary program assistance is given to promote achievement by helping students in developing attitudes and acquiring skills necessary for success. The program emphasizes decision-making, awareness, skill development, career development, and future educational choices. The program also emphasizes self-concept development and the acquisition of skills in developing interpersonal relationships.

The middle school age counseling and guidance program focuses

on the changing needs of pre-adolescent and young adolescents. This program is a continuation of the elementary counseling program. However, it is adjusted to fit the special needs of the middle school age students. It specifically addresses the difficulty that middle school students face regarding identity, balancing the constraints of academics, making career choices, and social development. Counselors assist students in developing a four-year plan that outlines graduation requirements. The students' interests, educational abilities and occupational interests are major factors in developing a four-year plan.

With the strong foundation established at the elementary and middle school, the counseling and guidance program in the high school further assists students in becoming productive responsible adults. The program assists students in setting realistic plans, goals, and objectives based on a clear understanding of their needs, interest, and abilities. Attention is continuously given to students to help them develop an ability to make wise decisions, work well with others, make career plans, and take responsibility for their own actions. The four-year middle school plan advances with the students to the high school level where it is evaluated, reviewed, and updated yearly according to the students' occupational and post-graduation educational goals.

B. Program Activities

The comprehensive counseling and guidance program is an essential part of the school system's total educational program. To accomplish program goals, it includes sequential activities in the elementary, middle, and high schools. Counselors work with all students, parents, teachers, administrators, and other stakeholders through a well-balanced counseling program and guidance services. Group structured learning units provide systematic instruction for all students from elementary through high school.

Counselors consult with teachers and then either teach, team-teach, or assist in teaching these coordinated units in classrooms and in large-group settings. Individualized planning activities are available to assist all students in all grade levels. These activities are started in the upper elementary grades and are continued and expanded in the middle and high school grades. Individual, small group, personal, and crisis counseling services are available to all students. Consultation services concerning student behavior and academic progress are provided for parents, teachers, and administrators. Referrals to other professionals within the school district or to agencies and institutions outside of the school district

are made as requested or required.

Counselors support the overall system's educational program through general consultation activities and committee work.

Counselors support their local school program through management and research activities, community outreach, industry and business visitation, and professional development.

C. Program Components

The comprehensive counseling and guidance program organizes the work of counselors into activities and services. That includes the counselor service to guidance curriculum, individual planning responsive services, and counseling and guidance system support.

Guidance Curriculum includes structured experiences presented systematically through classroom and group activities from kindergarten through grade twelve. The curriculum emphasizes decision-making, self-concept, career exploration, preparation, and the improvement of study skills.

Individual Planning involves counseling activities to help all students plan, monitor, and manage their own academic achievement as well as their personal and career development.

Individual planning includes test interpretation, informal counseling, and educational counseling at several stages (pre-college, post-secondary, vocational-technical planning, and career planning).

Responsive Services involves counseling or referral activities to meet the immediate needs and concerns of students. Responsive services include personal counseling, crisis counseling, consultation for parents/teachers/other professionals, support groups, agency referral, and problem solving.

System Support includes indirect guidance management activities that maintains and improves the total guidance program. The responsibilities in this component include staff and community relations, special research projects, committees, professional development, and student support teams.

(ADOPTED DECEMBER 14, 2000)

5.0 CURRICULUM AND INSTRUCTION

5.26 PARENT INVOLVEMENT

The Lauderdale County School Board recognizes that parental involvement must be a priority of the Board for children to learn and achieve academic success. Parents and families should provide the primary educational environment for children. It is important for parents to partner with the Board of Education employees throughout their children's school careers. The concept of parent involvement shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

It shall be the policy of the School Board and each public school receiving Title I funds in Lauderdale County, in collaboration with parents, teachers, students, administrators and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers.

(APPROVED BY THE LCBE ON DECEMBER 11, 2003)

5.0 CURRICULUM AND INSTRUCTION

5.27 HOMELESS CHILDREN AND YOUTH POLICY

The Lauderdale County Board of Education recognizes that children and youth experiencing homelessness often do not have the documents required for school enrollment. The board makes the following provisions for these students:

1. Homeless children and youth have the right to enroll in school immediately in the attendance zone with or without the proper documents.
2. These students will be allowed to attend class and participate fully in school activities.
3. The school personnel will assist the students in getting the proper records and will maintain these records in a manner that they will be available quickly.
4. If a student is enrolled in a school other than requested by a parent or guardian, the school must explain their decision to the parent/guardian in writing.

(APPROVED BY THE LAUDERDALE COUNTY BOARD OF
EDUCATION ON JANUARY 20, 2004)

5.0 CURRICULUM AND INSTRUCTION

5.28 WELLNESS POLICY

The Lauderdale County Board of Education is committed to providing a healthy and safe school environment. The board members understand that children that are healthy can learn more and are more likely to complete their formal education. This policy is designed to enhance student learning by providing a curriculum that models proper nutrition and physical education. Academic performance and quality of life are affected by the choice and availability of good foods in school. Healthy foods support physical growth, brain development, and resistance to disease, emotional stability and ability to learn. Good health habits learned in school should prolong the lives of all students.

A. Nutrition Education

1. Nutrition education will be incorporated into the curriculum as required by federal, state, and local mandates at all grade levels.
2. Nutrition information will be provided to the school staff, students and parents to promote better health, nutrition, and exercise.
3. Each school will provide a minimum of one in-service activity each year that emphasizes the importance of health, nutrition, and exercise.
4. The child nutrition program will continue to provide new information to the schools to insure compliance with new nutritional guidelines.
5. School administrators will be responsible for compliance with the nutrition standards for the school store, vending machines,

and school sales. Compliance with new mandates will be timely scheduled.

B. Health Education and Life Skills

1. Physical education programs shall be in compliance with the Alabama State Department of Education's Course of Study.
2. Healthy living skills shall be taught as part of the regular instructional program and provide an opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.
3. Students shall be taught to understand and respect the differences in others and how to build positive interpersonal relations.
4. Teachers will be good role models by making healthy food choices at school and by reinforcing the importance of good nutrition and physical activity.

C. Health Services

1. School nurses shall be provided at each school as needed to provide health services, screenings and administering prescribed medications.
2. The Lauderdale County School System will work with health agencies in the communities to promote health and wellness for students, families, staff and community.

D. Evaluation

1. A system health advisory committee will be responsible for the evaluating the effectiveness of this program. The committee will be made up of the principal or assistant principal, school nurse, CNP director, and the wellness center director.

2. A checklist evaluation form will be developed and used to insure compliance.

(Approved by the Lauderdale County Board of Education on March 15, 2006.)

5.0 CURRICULUM AND INSTRUCTION

5.29 VIDEO USAGE IN THE CLASSROOM

1. EFFECTIVE VIDEO UTILIZATION

- A. All videos **must be previewed by the teacher before showing.**
- B. Intended **instructional objectives must be written in lesson plans which are filed by the building administrator.**
- C. Sound instructional principles that maximize instructional time should always be employed (e.g. show only relevant clips, inform students of the instructional purpose, stop and start video to integrate other instructional activities, use pre/post questions and discussions and assessment, etc.)

2. VIDEO USAGE

- A. *Instructional Use:* The primary use of videos is for instructional purposes. By law, any video that does not include "public performance rights" must comply with the "fair use" provision of copyright law. This requires that videos
 - (1) be used with students in "face-to-face" instruction with the teacher.
 - (2) be correlated to instructional objectives.
 - (3) be shown in a normal instructional setting, (not in large group settings such as in an auditorium or assembly hall).
 - (4) not be shown for reward, entertainment, fundraising, or the charging of admission.

- B. *Non-instructional Use*: Only videos that include "public performance rights" may be used for reward and entertainment. Videos shown solely for reward or entertainment must be approved by the building administrator.

3. VIDEO RATINGS

A. Elementary School grades (K-5).

- (1) may show "G" rated videos
- (2) Grades 3 -5 may show "P.G." rated videos with approval of the building administrator and the parents (written).

B. Middle School grades (6-8)

- (1) may show "G" rated videos.
- (2) may show "P.G." rated videos with approval of the building administrator
- (3) may **not** show videos with more restrictive ratings (e.g. P.G.-13, R, NC-17, X).

C. Senior High School grades (9-12)

- (1) may show "G" rated videos.
- (2) may show "P.G." rated videos with approval of the department.
- (3) may show "P.G.-13" rated videos with approval of the department and a building administrator
- (4) may **not** show any video with more restrictive ratings (e.g. R, NC-17, X).

4. VIDEO SOURCES

- A. Any video recorded or downloaded from Instructional Television (i.e. APT) may be shown in accordance with the rights stated by APT.
- B. All videos legally purchased by the school media centers may be shown if approved for purchase by a building administrator and the department (secondary) or grade level team (elementary).
- C. Commercially rented videos carry individual restrictions and may **not** be shown.
- D. Privately owned videos may **not** be shown unless approved by the building administrator.

(Board Approved September 14, 2010)

5.0 CURRICULUM AND INSTRUCTION

5.30 GUIDELINES FOR EARLY GRADUATION/EXIT FOR LIFE ACADEMY COMPLETERS

LIFE Academy is a program for at-risk students only. Students at LIFE Academy may graduate/exit early from Lauderdale County Schools by meeting all requirements for an Alabama High School Diploma and by fulfilling the conditions/requirements below.

1. Students must attend at least the first semester of their senior year.*
2. Students must be at least the age where compulsory education is no longer required.
3. Students must have successfully completed all coursework and obtained the necessary verified credits as outlined in the policy of the Lauderdale County Board of Education.
4. Students must have passed all 5 parts of the Alabama High School Graduation Exam (AHSGE).** Students are not eligible for early graduation by completing the requirements for a Credit-Based Endorsement Diploma.
5. Students must provide verification of one of the following objectives for early graduation before exiting high school.

- a. Letter of acceptance to a postsecondary institution (academic or technical) or
- b. Letter of acceptance to the military or
- c. Other objective approved by the Superintendent

Students may complete LIFE Academy coursework but continue to attend second semester career technical courses with the approval of the administration at ATCTC. These students continue to be enrolled at their home school and must follow the policies and procedures established in the Lauderdale County Board of Education Student Handbook. This is not early graduation.

*Students whose circumstances require completion before the end of the first semester of the senior year may request early completion before the end of the first semester. Superintendent approval is required.

**If a student has met all course/credit requirements but has not passed all parts of the AHSGE, the student must continue to attend LIFE Academy for AHSGE remediation. Students must attend 3 hours per week for each section not passed. During the period of time between the administration of the AHSGE and the release of results, students may choose to continue the approved remediation plan at LIFE Academy or they may provide evidence of specific job placement. An approved community service project with hours equivalent to the remediation plan is also an option for students who are unable to provide specific job placement.

The following guidelines should be considered as students and parents consider LIFE Academy Early Graduation opportunity.

1. A student must be a full time student to be eligible to participate in extracurricular activities. Therefore, a student who graduates early will not be eligible for extracurricular activities. However, this year only (2012) students may participate in these events – the graduation ceremony, Class Day or Class Night, and the prom. Beginning next year (2012-2013) students who are early graduates will no longer be considered students and will not be permitted to participate in any student events at the school. Although students may graduate at various times during the year, LIFE Academy will hold a graduation ceremony during the first semester before Christmas holidays and during the second semester the middle of March for those who finish after December who choose to participate. Students who have not finished by the March graduation date will remain enrolled in LIFE Academy until the end of the semester and will graduate at their home school. Until students graduate they have the right to participate as a student in school events.
2. Early graduates for the first semester will be withdrawn from the school database and records will include a graduation date consistent with the last day of the first semester. Early graduates for the second semester will be withdrawn from the school database and records will include a graduation date consistent with the date of the March ceremony. Students who are 18 years or older may lose social security benefits if not in school full-time.
3. Students who graduate early will not be permitted to be on campus during school hours.

**Approved at the March 1, 2012 Board Meeting. Effective till
December 31, 2012**

6.0

BUSINESS AND FISCAL MANAGEMENT

6.0 BUSINESS AND FISCAL MANAGEMENT

6.01 BUDGET PREPARATION AND APPROVAL

It shall be the responsibility of the superintendent or designee to prepare a proposed operations budget for submission to the board for review and approval. The budget will be prepared by the superintendent or designee in accordance with the rules and regulations prescribed by statutes, state board of education regulations, and local board policies.

No budget will be approved by the board or the state superintendent of education where expenditures are in excess of anticipated revenues and fund reserves. Further, the Lauderdale County Board's goal shall be to insure that the budget contains at least one (1) month's normal operating expense in reserve from year to year. Budget proposals shall include classifications and items specified on forms provided by the state board of education.

Budget Preparation: The superintendent shall receive budget requests from the administrative staff and may incorporate these into the system-wide annual operating budget. The superintendent and board will adhere to all state and federal guidelines as they pertain to all providers in the budgetary process. The superintendent and board will insure that the school board's budget has included staff input at each school in the development of budgets for instructional materials and supplies, technology, professional development, library enhancement, and other state-mandated allocations.

The superintendent and board will provide at least two open public hearings on the proposed budget as prescribed by state law. The superintendent and board believe that this phase of the budget adoption cycle is vital to

providing the most productive returns on tax dollars. They view individual school and school district preparation as a comprehensive planning process requiring involvement of all representative groups affected by budgetary appropriations.

The board, with the superintendent's recommendation, shall approve the final budget by a majority vote of the whole board. The newly adopted budget will be put into the final form set by the state superintendent's office and submitted by the established deadline. (APPROVED BY THE LAUDERDALE COUNTY BOARD OF EDUCATION ON APRIL 25, 2000.)

6.0 BUSINESS AND FISCAL MANAGEMENT

6.02 PAYROLL DISTRIBUTION

All regular payroll checks will be distributed on the last scheduled 12-month workday of each month, provided that such distribution does not put the board in financial stress and a reasonable amount of time is provided for preparation by payroll personnel. In these cases, payroll will be distributed on the last calendar business day of the month.

(Approved by the Lauderdale County Board of Education on March 21, 1996.)

6.0 BUSINESS AND FISCAL MANAGEMENT

6.03 PAYROLL DEDUCTIONS

A. Insurance

The Lauderdale County School System shall provide for payroll deductions for those employees who elect to belong to one of several group insurance plans adopted by the Lauderdale County Board of Education. Information pertaining to these group plans can be obtained from the superintendent's office.

B. Professional Dues

1. The payroll department must have on file authorization to make deductions from employee's pay. The deduction of professional dues will be continued each year unless authorization to stop the payment of dues is given by the member to the bookkeeping department prior to September 15 of each year.
2. Dues will be deducted beginning in November and continuing through August (10 months).
3. Dues collected for each organization will be mailed to the secretary/treasurer of the local association or other designated person.
4. When a person ceases to be an employee of the board,

remaining balances of dues for the then current year shall be deducted from the final check in accordance with the agreement signed by the employee when joining the organization. Other payroll deductions may be made available as required by law as deemed appropriate by the superintendent.

6.0 BUSINESS AND FISCAL MANAGEMENT

6.04 MILEAGE FOR PROFESSIONAL AND NONPROFESSIONAL PERSONNEL

- A.** Travel reimbursements may be claimed only for authorized travel for official business of the Lauderdale County Board of Education.
- B.** Travel reimbursements shall be set at the rate established by the state of Alabama unless otherwise authorized by the Lauderdale County Board of Education.
 - 1. Intrastate travel reimbursements shall be paid on the basis of actual expense as validated by paid invoices or vehicle travel claim forms.
 - 2. Only the superintendent or person(s) designated by the superintendent may authorize intrastate travel.
 - 3. The superintendent of education may authorize travel payments to certified and classified employees who do not possess travel allotments for attending activities required in the performance of their work.

Travel Allotments: Supervisors/Directors:

- 1. In-System Travel - Mileage not to exceed 1,000 miles per month with payment to be made at the approved state rate.
- 2. Intrastate/Interstate - The maximum annual allotment shall be **\$2,000.00** with payment to be made in conformity with board policy.

Travel Allotments: Principals/Assistant Principals:

Principals/Assistant principals shall be granted an out-of-the system travel allotment of **\$2,000.00** annually. Reimbursements shall be made in conformity with board policy.

Itinerant Personnel:

Each itinerant employee will be assigned a base school. Any travel in addition to travel from the employee's home to school and return which is required due to assignments to other schools will be reimbursed at the state rate. The board may authorize and provide board-owned vehicles for official travel by designated school board officials/employees. The board shall establish travel allotments for system administrative officials. School board employees will be reimbursed based upon actual expenses as validated by paid invoices or vehicle travel claim forms. The board and/or its individual members shall receive travel reimbursement for traveling on official business of the school system. Reimbursement shall be based on actual expenses. Board members shall be paid mileage at the established state rate for attendance at official meetings of the board in compliance with state law.

(Approved by board September 21, 1989)

6.0 BUSINESS AND FISCAL MANAGEMENT

6.05 OVERTIME POLICY (SUPPORT STAFF)

Overtime pay or compensatory time off will apply to all support workers (classified) that work more than 40 hours per week **with the approval of the employee's immediate supervisor**. Overtime can be earned during any week (Sunday – Saturday) in which the employee is on the job more than 40 hours.

Overtime pay or compensatory time will not apply to principals, assistant principals, directors, supervisors, counselors, teachers or certified central office personnel.

No overtime/compensatory time will be given for professional development activities selected by an employee.

Overtime/compensatory time will be paid/allowed at the rate of 1-1/2 times the regularly paid hourly rate for hours worked above 40 hours per workweek. Compensatory time off can be accrued up to 240 hours by support/classified employees.

The board of education will continue to give employees compensatory time in lieu of overtime pay in most cases.

The board may elect to pay cash in lieu of compensatory time off.

The board may freely substitute cash in whole or part for compensatory time.

Employees may elect to receive overtime pay instead of compensatory time, if this decision is made in advance of the work done with the supervisor's knowledge, and made freely and without coercion or pressure.

Employees with approved overtime must sign the appropriate timesheets daily indicating the number of hours of approved overtime worked. Principal's or supervisor's signatures will be required on the approved forms before overtime can be paid.

Bus drivers or other employees that work in the system in more than one job will have to keep up with the actual time worked in each job. The hourly rate of pay for bus drivers will be calculated as a 4-hour per day job.

Head custodians have a salary schedule with 5 hours of overtime at time and one-half built-in.

Volunteer work by a classified/support employee must be done freely and without coercion by the employer.

Classified/Support employees will be allowed to work in a different capacity within the school and collect a pre-set amount of money for the work done. (Example: taking up tickets at a ballgame.)

If overtime pay is expected in any job, the employer and employee should have an understanding of the rate or method of pay before the work is done.

Schedules for all support workers will be set by the employee's immediate supervisor to best fulfill the needs of the school program in compliance with federal laws and, state and local policies and procedures.

APPROVED BY THE LAUDERDALE COUNTY BOARD OF EDUCATION ON
MAY 23, 2002.

6.0 BUSINESS AND FISCAL MANAGEMENT

6.06 SYSTEM-WIDE PURCHASING

The Lauderdale County Board of Education favors the competitive bid procedure for all appropriate purchases. Alabama law relating to bid purchasing shall be observed. Preference shall be given local firms in purchasing so long as quality is not sacrificed, prices are competitive and requirements of the Alabama bid law are met. All purchases shall be made by use of a requisition/purchase order form authorized for system level use. Only the superintendent and/or persons designated by the Lauderdale County Board of Education are authorized to issue a purchase order.

6.0 BUSINESS AND FISCAL MANAGEMENT

6.07 LOCAL SCHOOL PURCHASING

Principals shall have the delegated responsibility for purchases made by the local school. All purchases made by principals shall be made on the basis of cost, quality and/or services. The board of education must approve any purchase over \$3,000.00. Bidding or the seeking of price quotations is advisable when standards are set and can be measured and when more than one source of supply is available. Principals shall not incur an indebtedness to be carried over to the following fiscal year against the local school in an amount exceeding 10% of the school's annual budget without approval of the superintendent and county board of education. Principals shall use the necessary forms and procedures as recommended by the Alabama State Department of Education, Local School Accounting Division.

6.0 BUSINESS AND FISCAL MANAGEMENT

6.08 STATE BID LAW

A. Personal Property:

(§16-13B-1, et.al.) State law requires that certain expenditures of city and county school boards are subject to competitive bidding. Expenditures for labor, services, or work, and the purchase or lease of materials, supplies, equipment, or other personal property involving \$15,000 or more are subject to competitive bidding.

B. Public Works

(H-275-1997) The Lauderdale County Board of Education may let contracts for public works involving fifty thousand dollars (\$50,000) or less with or without advertising for sealed bids.

"Public works includes the construction, repair, renovation, or maintenance of public buildings, structures, sewers, waterworks, roads, bridges, docks, underpasses, and viaducts, as well as any other improvement to be constructed, repaired, renovated, or maintained on public property and to be paid in whole or in part with public funds or with financing to be retired with public funds in the form of lease payments or otherwise." Contract amounts in excess of \$50,000 will be awarded by sealed bid after being advertised once each week for three consecutive weeks in newspaper of general circulation.

(Approved by the Lauderdale County Board of Education on July 24, 1997.)

6.0 BUSINESS AND FISCAL MANAGEMENT

6.09 DEPOSITORY OF FUNDS

The county board of education shall approve a bank or trust company as a depository for a school.

Only two checking accounts shall be maintained for a local school: (1) general fund, and (2) lunchroom fund. Surplus funds should be earning interest.

6.0 BUSINESS AND FISCAL MANAGEMENT

6.10 AUDITING OF LOCAL SCHOOL FUNDS

School general funds will be audited annually by firms appointed by the board of education. Expenses for the audits will be paid by the board of education. Lunchroom audits will be done by and charged to the child nutrition program.

6.0 BUSINESS AND FISCAL MANAGEMENT

6.11 BONDED EMPLOYEES

The superintendent of schools and the designated custodian of school funds shall give bond in an amount fixed by the state superintendent of education in a reputable surety company authorized to do business in Alabama. A certified copy of such bond shall be placed on file with the State Department of Education. A public school system employee blanket bond shall be provided by the board of education. The superintendent of schools shall secure surety bonds, in an amount agreed upon by the superintendent of schools and the board, for all employees of the school district who may be charged with the responsibility of handling public school funds. School principals shall be bonded for not less than one thousand (1,000) dollars. The board shall be authorized to make payment from public funds for surety bonds.

6.0 BUSINESS AND FISCAL MANAGEMENT

6.12 GIFTS OR REMUNERATION TO EMPLOYEES BY VENDORS

No person who is an employee of the Lauderdale County Board of Education having authority to purchase supplies, materials or equipment, or any other person having influence in the purchasing of supplies, materials or equipment will be allowed to accept gifts or any remuneration of any kind or amount from any person, firm or company doing business with the Lauderdale County School System or the local school. Employees violating this policy will be subject to disciplinary action and/or dismissal by the Lauderdale County Board of Education. August 4, 1977

Addition to Policy - August 16, 1977

Any person, firm, company, or person representing a firm or company, after being notified or made aware of policy, who gives or attempts to give any kind of gift or remuneration to any board employee having authority or influence in the purchase of materials, supplies or services of any kind shall be barred from doing further business with the Lauderdale County Board of Education.

6.0 BUSINESS AND FISCAL MANAGEMENT

6.13 RECEIPT OF FUNDS

All monies coming to the school system from any source will be receipted and all monies being paid out from any source will be by check. (August 16, 1977)

6.0 BUSINESS AND FISCAL MANAGEMENT

6.14 PURCHASE OF SCHOOL PROPERTY BY EMPLOYEES

No employee will be allowed to make any purchase from the Lauderdale County School System except at public auction or sealed bid. (November 15, 1977)

6.0 BUSINESS AND FISCAL MANAGEMENT

6.15 SUPPLEMENTARY SALARY FOR EMPLOYEES

No salary of any employee, whether regular or supplementary, from any source will be paid without first having the approval of the Lauderdale County Board of Education. (July 26, 1978)

6.0 BUSINESS AND FISCAL MANAGEMENT

6.16 FISCAL YEAR

The fiscal year of every board of education shall begin October 1 and end September 30.

6.0 BUSINESS AND FISCAL MANAGEMENT

6.17 PAYMENT FOR ROUTINE ACTIVITIES

Routine game expenses for gate keepers, clean-up people, and clock keepers can be paid by local check issued by the principal. Contracts may be used for the occasional jobs that need to be done around the school by outside individuals. To avoid the problem of issuing 1099 forms, keep these individuals from making over \$600.00 in any given year. Schools do not have federal identification numbers and, therefore, cannot issue 1099 forms.

6.0 BUSINESS AND FISCAL MANAGEMENT

6.18 INVENTORY OF SCHOOL PROPERTY

A complete inventory of records or furnishings, apparatus, equipment, books, furniture, and other school property shall be maintained. The inventory for each local school shall be maintained in duplicate with one copy stored in the local school and the other copy kept in the superintendent's office. Inventories shall be updated annually.

6.0 BUSINESS AND FISCAL MANAGEMENT

6.19 AUXILIARY SUPPORT ORGANIZATIONS

1. Local school organizations such as PTA, PTO and Booster Clubs exist at the pleasure of the local board of education and must follow establishing guidelines for reports to the superintendent and board.

All business people visiting the school must report to the office before visiting any teacher. The superintendent will issue a letter approving visits of new insurance representatives. The principal will determine the time and place of such visits.

2. Parent-Teacher Associations/Organizations:

Parent-teachers association shall be considered 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 permit required of "outside" groups. The form of organization and the objectives of the local association shall conform, in the

main, to the suggestions outlined by the National Congress of Parents and Teachers.

3. Booster Clubs:

It shall be the policy of the Lauderdale County Board of Education to work with, and encourage the support of, band and athletic booster clubs. Booster clubs shall not directly, nor indirectly, supplement pay of band directors, coaches, or any other school employee except as approved by the Lauderdale County Board of Education. All funds raised in the name of the local school shall be accounted for by the principal. Any person paid solely by a citizen group must be approved by the board of education prior to being permitted to work with students in the Lauderdale County schools. All decisions concerning personnel employed by the board of education shall be strictly reserved as a school board matter and shall not be the prerogative of booster clubs. The board and superintendent may seek input from various sources to better enable them to make sound decisions on such matters.

6.0 BUSINESS AND FISCAL MANAGEMENT

6.20 LOCAL SCHOOL FUND BALANCE

- A.** No local school child nutrition fund shall possess a deficit fund balance at the end of the school year (June 30) without prior knowledge and approval by the Lauderdale County Board of Education.
- B.** No local school general fund account(s) shall possess a deficit fund balance at the end of the school year (June 30) without prior knowledge and approval of the Lauderdale County Board of Education.

Furthermore, no local school general fund account (excluding class, club, athletic, etc., sub accounts) shall possess a deficit fund balance at the end of the school year (June 30) without prior knowledge and approval by the Lauderdale County Board of Education.

(Approved on January 24, 1991).

6.0 BUSINESS AND FISCAL MANAGEMENT

6.21 CHARGED MEAL POLICY

Parents/guardians are financially responsible for all lunch charges incurred by their child. Having to charge a lunch should happen only on rare occasions and not become a common practice. Our accounting system allows for a maximum of \$10.00 to be charged. Students must make arrangements with the administration prior to entering the cafeteria after the maximum amount has been charged. The school will work with you to clear all charges. All charges are to be cleared in a timely manner and be fully cleared by the end of each semester.

Federal law allows for an alternative meal to be served for students who are at or exceed the maximum allowed charges. The school will make every effort to inform and remind students of the amount owed. Parents will be notified by phone or by mail for persistently delinquent accounts. For more information, please contact your school principal or the Child Nutrition Director.

6.0 BUSINESS AND FISCAL MANAGEMENT

6.22 WORTHLESS CHECKS

1. Worthless checks will not be written off against federal, state or local public funds.
2. A NSF (non-sufficient funds) check fee of **the maximum allowable by law** will be charged to the check writer for all worthless checks.
3. A list of individuals who have submitted worthless checks shall be maintained in order to prevent the receipt of any further checks from those individuals.

6.0 BUSINESS AND FISCAL MANAGEMENT

6.23 Fund Balance Policy (in Accordance with GASB Statement No. 54)

Purpose: The following policy is necessary in order to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions.

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

The General Fund is used to account for and report all financial resources not accounted for and reported in another fund.

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

Debt Service Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt Service Funds should be used to report resources if legally mandated.

Capital Projects Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

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

- A. Nonspendable fund balances include amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Examples of nonspendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include: inventories, prepaid items, and long-term receivables.
- B. Restricted fund balances consist of amounts that are subject to externally enforceable legal restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Examples of restricted fund balances include: restricted grants.
- C. Committed fund balances consist of amounts that are subject to a purpose constraint imposed by formal action of the Board before the end of the fiscal year and that require the same level of formal action to remove the constraint.
- D. Assigned fund balances consist of amounts that are intended to be used by the school system for specific purposes. The Board authorizes the Superintendent or Chief School Finance Officer to make a determination of the assigned amounts of fund balance.

Such assignments may not exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund. Assigned fund balances require the same level of authority to remove the constraint.

- E. Unassigned fund balances include all spendable amounts not contained in the other classifications. This portion of the total fund balance in the general fund is available to finance operating expenditures.

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

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

6.1 BUSINESS AND FISCAL MANAGEMENT

6.24 Organization Membership Dues

Pursuant to the provisions and requirements of Code of Alabama §1717-5(b), the Board will not, by salary deduction or otherwise, arrange for payment of employee dues to a membership organization that uses any portion of the dues for political activities as defined in the aforementioned code section. Any membership organization requesting collection of dues through payroll deduction must certify to the Board that none of the dues will be used for political activity.

(Approved June 11, 2014)

6.0 BUSINESS AND FISCAL MANAGEMENT

6.25 Cash Management for Federal Funds

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

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

Board procedures to minimize the cash balances in federal program funds are expected to prevent the aggregate cash balances of federal program funds from earning \$500 or more for the fiscal year if maintained in interest-bearing accounts. The federal program funds, with the exception of Child Nutrition Program funds, will not be maintained in an interest-bearing bank account if the Chief School Financial Officer determines that banking requirements for minimum or average balances are so high that an interest-bearing account would not be feasible. Federal program funds will be maintained in insured checking accounts that are subject to the state requirements for public deposits under the SAFE program. (Sept. 28, 2016).

6.0 BUSINESS AND FISCAL MANAGEMENT

6.26 Determination of Allowable Costs Using Federal Funds

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

Actions to determine allowable costs will assure that:

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

Before payments are made from federal funds the federal program director and the Chief School Financial Officer or designee will determine that the federal program expenditure complies with generally accepted accounting principles and complies with state, local, and federal laws, rules, and regulations. (Sept. 28, 2016).

6.0 BUSINESS AND FISCAL MANAGEMENT

6.27 Travel Costs Using Federal Funds

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by board employees who are in travel status on official business of the board. The board's travel policy provides for reimbursement and payments for travel costs of employees paid from federal funds that is consistent with the travel costs for board employees paid from state or local funds. (Sept. 28, 2016).

6.0 BUSINESS AND FISCAL MANAGEMENT

6.28 Conflict of Personal Financial Interest

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

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

No employee, officer, or agent of the board shall participate in selection, or in the award or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest. Such conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs, or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from the firm considered for a contract. The board's officers, employees, or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts.

The board's conflict of interest policies include adherence to the Alabama Ethics Law, which defines conflict of interest as:

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

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

Situations and circumstances presenting an actual conflict of interest or the appearance of a conflict of interest should be brought to the immediate attention of the superintendent. A board employee, board member, or agent of the board who has knowledge of a possible conflict of interest should identify the conflict and notify the superintendent. The superintendent will

document his or her actions related to the reported conflict of interest. Resolution can consist of disqualification, recusal, waiver, or other appropriate measures. Appropriate measures may include reporting a conflict of interest to the State Ethics Commission, the Alabama State Board of Education, or the appropriate federal agency. (Sept. 28, 2016).

6.0 BUSINESS AND FISCAL MANAGEMENT

6.29 Procurement of Property And\Or Services

The board will follow state laws for the procurement of property and services. The primary state procurement laws for Alabama school boards are:

- *Alabama Competitive Bid Laws (Chapter 13B of Title 16, Code of Alabama 1975);*
- *Joint Information Technology Purchasing Agreement (Chapter 13B of Title 16, Code of Alabama 1975); and,*
- *Public Works Law (Title 39, Code of Alabama 1975).*

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

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

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

The board will request proposals for those professional service contracts (excluding architectural and engineering services) that are exempt under state procurement laws if the contracts exceed \$150,000 and will be paid from federal or child nutrition program funds. The board will utilize a team of three or more qualified individuals to conduct a technical evaluation of proposals received and for selecting recipients. As a part of the evaluation, the individuals on the evaluation team will sign an assurance that each of the individuals is in compliance with the board's conflict of interest policy. (Sept. 28, 2016).