ETOWAH COUNTY BOARD OF EDUCATION POLICY MANUAL

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APPENDIX A – INDEX
SYSTEM PHILOSOPHY AND MISSION

Philosophy
The Etowah County School System will strive to meet the learning needs of the individual student by providing a proper atmosphere for the educational process and by the thorough application of data derived from the evaluation of students’ goals, achievements, attitudes and learning styles.

To help each student progress toward the fulfillment of his/her fullest potential, the Etowah County School System formulates and supports certain activities within the school environment to accomplish this goal. All employees of the Etowah County School system are encouraged to revise materials and methods to meet changing conditions, to meet the needs of students, and to keep abreast of the latest educational practices. By employing the most effective instructional strategies, effective use of instructional materials and technology, and regularly and evaluating programs and practices, Etowah County Schools endeavors to prepare students for meaningful lives as happy and responsible citizens.

Mission Statement
The mission of Etowah County Board of Education, a progressive school system which takes pride in achieving excellence, is to provide a diverse and challenging program that includes academic, career technical, fine arts, and extra-curricular activities and which prepares its students to be leaders ready to contribute responsibly in a global, technological society through quality instruction and maximum use of resources within a safe environment.

REFERENCE(S):

CODE OF ALABAMA

16-8-8

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: Introduction material
The Etowah County School System derives its legal status from the State Legislature which, in turn, is subject to the Constitutions of both the State of Alabama and the United States. Amendment III to the Alabama Constitution provides that the legislature may by law provide for or authorize the establishment and operation of schools.

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

The corporate name of this school system shall be the Etowah County Board of Education, and it conducts its business at 3200 West Meighan Boulevard, Gadsden, AL 35904.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-8-9
ALABAMA CONSTITUTION of 1901, AMENDMENT III

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: AA
The Etowah County Board of Education is the governing body of the system and is responsible for the control, operation, organization, management, and administration of public schools in the system pursuant to the provisions and standards prescribed by Alabama statutes and State Board of Education rules. As members of an instrumentality created by the state, the Etowah Board of Education members are officers of the state, but they have only local jurisdiction.

The Etowah County Board of Education is the agency through which the county acts in regard to school matters. The board members have authority only when functioning as a body or group in legally called regular or special meetings. The powers of the Etowah County Board of Education are delegated only to the Board as a body. No authority is granted to members acting as individuals.

The Etowah County Board of Education is cognizant that all actions must be taken in good faith, with reasonable prudence, sincerity and based on the belief that such actions are correct and in the best interest of the Etowah County School System in accordance with statutes and pertinent judicial precedents. The Board shall have the authority to determine and establish written educational policy for the school system and shall prescribe such rules and regulations for the conduct and management of the schools as deemed necessary.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-8-9

ALABAMA CONSTITUTION OF 1901, §256, AMENDMENT III

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: AA
Many desirable characteristics are needed to be a Etowah County Board of Education member, such as a willingness to give time and effort; a belief in the spirit and need for public education; the ability to motivate other people; the capacity to understand people; the insight which is needed to work as a part of a cooperative body; and a devotion to the concept of a better society through education.

To become a member of the Etowah County Board of Education elected to serve six (6) year terms, the following criteria must be met:

I. The individual must be a resident of Etowah County, Alabama;

II. The individual must be of good moral character;

III. The individual must have a high school diploma or equivalent;

IV. The individual must not be a registered sex offender;

V. The individual must not be a convicted felon; and,

VI. The individual must not be serving on the board of a private school or college.

REFERENCE(S):

CODE OF ALABAMA
16-8-1 to -2, 14-16-60, 36-25-1 TO -14, 41-16-60
ALABAMA CONSTITUTION OF 1901 ARTICLE VII, 173-175
ALABAMA SCHOOL BOARD GOVERNANCE IMPROVEMENT ACT OF 2012

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ________
FORMERLY: NEW
Etowah 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 at a minimum the requirements of the Alabama School Board Governance Act of 2012:

1. Orientation for newly elected or appointed Board members;

2. Training or consulting workshop for the local Board as a whole;

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.

4. Other training activities as described in current legislation and according to established timelines.

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

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

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

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

The Board shall conduct an annual evaluation that includes development of a list of recommended improvements in knowledge and skills of Board members.
REFERENCE(S):

CODE OF ALABAMA
16-1-6, 16-8-8, 16-1-41

LEGISLATIVE ACTS 2009-229 and 2009-297

ALABAMA SCHOOL BOARD GOVERNANCE IMPROVEMENT ACT OF 2012

HISTORY:

ADOPTED: 2002

REVISED: FEBRUARY 9, 2010; JULY 23, 2013

FORMERLY: BD, BBBB
Members of the Etowah County Board of Education shall be elected for six (6) year terms by the qualified electors of Etowah County. Members of the Board shall hold office until their successors have been elected and qualified. Before exercising any authority or performing any duties as a member of the Etowah County Board of Education, each member thereof shall qualify by taking and subscribing to the oath of office prescribed by the Alabama Constitution, the certificate whereof shall be filed in the office of the Judge of Probate of Etowah County.

An individual Board of Education member must meet minimum qualifications to serve, comply with a code of conduct, and participate in orientation and ongoing training. Upon taking office, a Board member is required to affirm the principles of educational governance as described by the Alabama School Board Governance Improvement Act of 2012.

Vacancies of Etowah County Board of Education positions shall be filled according to legal procedures including:

I. Filling of an Unexpired Term

   A. In the event a vacancy occurs in the office of members of the Etowah County Board of Education, the vacancy shall be filled by appointment by a majority of the remaining members of the Board and the appointee shall serve for the unexpired term.

   B. In the event the vacancy is not filled by the remaining members of the Board within thirty (30) days, the State Superintendent of Education shall fill such vacancy by appointment.

   C. The Etowah County Superintendent shall notify the State Superintendent of Education when a vacancy in the office of a member of the Board has not been filled within thirty (30) days.

II. Resignation of Board Members

   A. Etowah County Board of Education members may submit resignations at any time during their term of office.

   B. In the event a Board member chooses to resign, a written statement of resignation should be submitted to the Etowah County Board of Education as far in advance of the effective date of resignation as possible.
CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

C. A Board member shall be considered resigned when he/she permanently establishes residence outside the district he/she was elected to represent, outside the area served by the Etowah County School System, outside Etowah County, becomes subject to the authority of the Board as an employee or otherwise, or becomes an elected official for another governmental agency.

III. Removal from office

A. Members of the Etowah County Board of Education are officers of the State and may be removed from office only through impeachment proceedings in Circuit Court or other court of like jurisdiction as stipulated in the Alabama Constitution of 1901. A Board member may be censured and/or removed from office under circumstances and by procedures described in the Alabama School Board Governance Improvement Act of 2012.

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

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

REFERENCE(S):

CODE OF ALABAMA
16-8-8 to -9, 16-8-6, 16-8-2, 41-16-60, 36-9-1, 36-25-1 to -14

LEGISLATIVE ACT 2001-507

ALABAMA CONSTITUTION OF 1901, VII, 173-175

ALABAMA SCHOOL BOARD GOVERNANCE IMPROVEMENT ACT OF 2012

HISTORY:

ADOPTED: JULY 23, 2013

REVISED: _______

FORMERLY: NEW
The Etowah 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 each member of this public governing board:

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

Conduct of Individual Board Members at Board Meetings
1. Works 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.
CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

2. Takes actions that reflect that the first and foremost concern is for the educational welfare of all students attending system schools.

3. Makes decisions in accordance with the interests of the school system as a whole based on system finances available to accomplish education goals and comply with the School Fiscal Accountability Act.

4. Abides by and supports all majority decisions of the board.

5. Acts on personnel recommendations of the Superintendent in a timely manner, particularly when there are financial implications of such decisions.

6. Approves operating budgets and budget amendments that are aligned with system goals and objectives and are fiscally responsible.

7. Honors and protects the confidentiality of all discussions during executive session of the board.

Conduct of the Board as a Whole

1. Recognizes 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. Honors the Superintendent’s authority for the day-to-day administration of the school system.

3. In concert with the Superintendent, regularly and systematically communicates board actions and decisions to students, staff, and the community.

4. Reviews and evaluates the effectiveness of policies and programs to improve system performance.

5. Develops, in concert with the Superintendent, the vision and goals for the school system to address student needs, advance student performance, and monitor the implementation of policies and programs.

6. Provides opportunities for all members to express opinions prior to board action.

REFERENCE(S):

CODE OF ALABAMA

16-1-14.1

ALABAMA OPEN MEETINGS ACT

ALABAMA SCHOOL BOARD GOVERNANCE IMPROVEMENT ACT OF 2012

HISTORY:

ADOPTED: JULY 23, 2013

REvised: _______

FORMERLY: NEW
CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD RESPONSIBILITIES AND DUTIES

I. The Etowah County Board of Education is responsible for the organization and control of the public schools of the system and is empowered to determine the policies necessary for the effective operation and general improvement of the school system. The Board is a public corporate entity and may take action only when the Board is meeting in official public session and a quorum is present. The Etowah County Board of Education shall limit its action to establishing policy and to meeting the requirements prescribed by federal and state law and rules of the State Board of Education. Individual members of the Etowah County Board of Education have authority to take official action only when sitting as a member of the Board in public session, except when the Board specifically authorizes the member to act. The Etowah County Board of Education shall not be bound in any way by any action on the part of an individual Board member or an employee, except when such statement or action is in compliance with the public action of the Etowah County Board of Education.

II. The specific duties of the Board shall include, but not be limited to the following:

A. Work with the Superintendent to establish a vision for the school system by adopting goals that address student needs, advance student performance, and review data to monitor implementation of policies and programs.
B. Adopt policies and programs to meet the adopted goals and respond to system needs recommended by the Superintendent.
C. Address personnel recommendations submitted by the Superintendent in a timely manner and take personnel actions based on student needs and system finances without regard to personal preferences or political interests.
D. Approve operating budgets aligned with the adopted goals as recommended by the Superintendent.
E. Advocate for the needs, resources, and interests of students and allow the Superintendent to address constituent issues.

III. The duties and obligations of an individual Etowah County Board of Education member shall include, but not be limited to the following:

A. To attend all meetings;
B. To become familiar with selected federal and state school laws, State Department of Education rules and regulations, and local Board policies, rules and regulations;
C. To assist in establishing the highest goals and objectives for the Etowah County School System which realistically can be achieved;
CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

D. To vote and act in the Board meetings for the total good of the school system;
E. To accept the will of the majority vote and give support to the resultant policy;
F. To represent the Etowah County Board of Education in such a way as to promote public interest in and support for Board-related activities;

G. To refer complaints and inquiries to the Superintendent and to abstain from individual counsel and action;
H. To recognize that candid discussions based on objective rationale are vital to the ultimate success of the school system;
I. To comply with statutory requirements, state and Etowah County Board of Education policies, and regulations of duly authorized administrative agencies;
J. To act ethically in all matters at all times, thereby representing the school system to the best of one’s ability; and
K. To receive no financial interest or personal benefit, either directly or indirectly, in the purchase of or contract for real or personal property or contractual service with the Etowah County Board of Education.

IV. The Etowah County Board of Education may maintain membership in the Alabama Association of School Boards.

REFERENCE(S):

CODE OF ALABAMA
16-8-1 to -12.1, 16-8-8 to -10, 36-25-1, 36-25A-1 to -11, 41-16-50, 41-16-57

ALABAMA OPEN MEETINGS ACT

ALABAMA SCHOOL BOARD GOVERNANCE IMPROVEMENT ACT OF 2012

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: BB
CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

ORGANIZATION AND OFFICERS OF THE BOARD 2.21

The Etowah County Board of Education shall elect, at its annual meeting in November of each year, one of its members as President and one as Vice-President. The President shall preside at all meetings of the Board and shall call special meetings when circumstances require such meetings.

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

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

If the President and Vice-President are absent from a meeting at which a quorum is present, the ranking member present in terms of continuous service on the Etowah County Board of Education shall preside.

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

REFERENCE(S):

CODE OF ALABAMA
16-8-1, 16-8-6, 16-8-7, 16-9-1

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: BBA, BBAB
CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEETINGS

2.22

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

I. Regular Etowah County Board of Education meetings shall be established at the organizational meeting held in November. The regular meeting date may be changed by Board action at any previous meeting or at the direction of the Superintendent and/or Board President, provided that each member is notified. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.

II. Regular, special, and emergency meetings of the Etowah County Board of Education shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. Regular meetings are scheduled on the Tuesday after the first Monday of each month at the Board office.

Any regular or special meeting may be held at any other appropriate public place within the system by giving prior public notice.

III. Notice and a preliminary agenda for all meetings of the Etowah County Board of Education shall be posted convenient for public viewing as required by law. Meeting notice deadlines as legally prescribed are as follows:
   • Regular meeting – seven (7) days’ notice
   • Special meeting – one (1) day notice
   • Emergency meeting – one (1) hour notice

The notice shall include the time, date, and place of the meeting. If a preliminary agenda is not created, a general description of the nature and purpose of the meeting shall be stated.

IV. Members of the Etowah County Board of Education shall receive any and all materials or supplemental information which the Superintendent considers important to clarify, broaden, and/or help increase understanding of the School System’s business matters for which Board members are duly responsible. The Superintendent shall be responsible for the distribution of all material.

V. Any item to be placed on the agenda of a regular Etowah County Board of Education meeting shall be submitted in writing to the Superintendent’s office five (5) days prior to the next scheduled meeting. This rule shall not preclude the right of any citizen to address the Etowah
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County Board of Education; however, except for good cause as provided herein, the Board of Education shall not take action on any substantive proposal until such matter has been formally placed on the Board agenda. An individual or representative of a delegation addressing the Board must adhere to a time allotment as specified by the Board President. Copies of the tentative agenda for regular meetings shall be made available prior to the scheduled meeting. Copies of the agenda for a special meeting shall be prepared.

VI. All Etowah County Board of Education meetings shall be conducted in accordance with standard rules of order, with the exception that the President may discuss and vote on all matters before the Board. A majority of the Board shall constitute a quorum for the transaction of business. An official act of the Board shall require the vote of a majority of a quorum.

VII. Participation Procedure

A. All citizens are encouraged to attend open meetings of the Etowah County Board of Education.

B. Addressing the Board

Persons wishing to address the Board should indicate their desire to speak when the public comments portion of the meeting is announced. The Board President has the option to limit the speaker’s time and determines the placement of the speaker on the meeting agenda.

C. Resolution Factors

1. All school community residents are urged first to seek resolution with school employees directly involved and/or school administrators before requesting to be on the Board agenda.

2. If a concern or concerns stated are not specific or resolution has not been attempted, the resident seeking resolution shall be referred back to school personnel before the Board can take action.

3. To facilitate resolution, delegations are encouraged to meet with the Superintendent and Board President to outline problems.
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4. The Board may determine that they do not have the means to legislate or attempt resolution for a given concern and may vote to dismiss a given item as a valid Board business item.

5. An official act of the Board shall require the vote of a majority of a quorum.

VII. A majority shall constitute a quorum for any Etowah County Board of Education meeting. Unless a majority is present, no meeting can be convened.

VIII. The official minutes of the Etowah County Board of Education shall be kept as prescribed by Alabama statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.

Only motions, resolutions, and the necessary information related thereto (the name of the person making the motion or submitting the resolution; the name of the person who seconds the motion) and the vote or action thereon must be recorded. Other relevant information as determined by the Superintendent may be recorded.

IX. The Etowah County Board of Education may vote in a legally called meeting and, upon approval of the majority of the whole Board, may hold executive sessions for specific purposes as provided by law. Executive sessions shall be attended only by members of the Etowah County Board of Education, the Superintendent, counsel if necessary, and persons necessary to ensure due process for the individual discussion. All matters discussed by the Board in executive session shall be regarded as confidential by all persons in attendance and shall not be divulged to the public. No minutes shall be kept of executive session discussions. Nothing having the effect of regulation, policy or official action of any kind shall be decided in executive session.

X. There shall be no representation by proxy of any Etowah County Board of Education member.

REFERENCE(S):

CODE OF ALABAMA
16-8-7 to -9, 36-12-2, 36-12-40, 16-8-4, 36-25A-1 TO -11
ALABAMA OPEN MEETINGS ACT

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: BC
I. The Etowah County Board of Education shall formulate policies by which its schools shall be managed.

II. No Etowah County Board of Education policy shall be construed to create or confer any contractual right, property right, entitlement of, expectancy of, or other legal cognizable interest in employment or continuing employment. Nothing in any policy shall be construed to create or grant employment rights greater than or in addition to those expressed in law or written contract.

III. Before adopting written policies, the Board shall directly or indirectly through the Superintendent, consult with the local employees’ professional organization whose parent organization represents the majority of school employees statewide. Input by the applicable professional organization shall be made in writing to the Superintendent. The Superintendent may also consult professional assistants, principals, employees and interested citizens. All policies shall be made available to all persons affected and employed by the Etowah County Board of Education.

IV. Policy Dissemination
   
   A. Board policies and administrative rules and regulations shall also be made accessible to all members of the Etowah County Board of Education, students and members of the community served by the school system.

   B. Any amendments to the policies, rules and regulations of the Etowah County Board of Education shall be furnished to the affected persons employed by the Board.

V. Policy Suspension

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

The Superintendent shall have the power to act in cases where the Board has not provided policy statements to guide administrative action. However, his/her decisions shall be subject to review of the Board. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

REFERENCE(S):

CODE OF ALABAMA
16-1-30, 16-8-1, 16-8-7 to -10, AAC §290-3-1-.02

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ______
FORMERLY: NEW
CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY 2.25

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

Each school shall develop and present to the Superintendent or his/her designee, by the date set by the Superintendent, an individual Continuous Improvement Plan for consideration by the Etowah County Board of Education. The approved plan shall be implemented the next school year.

I. The plan shall be designed to achieve the state education goals and student performance standards and shall be based on a needs assessment conducted pursuant to data collection requirements in Alabama statutes.

II. The plan shall address school progress, goals, indicators of student progress, strategies, and evaluation procedures, including adequate measures of individual student performance. Plans shall also address professional development, school culture and climate improvement strategies, and may include school safety, attendance, and/or discipline goals.

III. The plan for each school shall be submitted annually to the Superintendent or designee and shall be implemented as a new, amended, or continued school improvement plan.

IV. The plan shall be developed by Etowah County Board of Education employees in each school in conjunction with an advisory council.

V. Regular monitoring of the school improvement plan shall be implemented with evaluation of the plan’s effectiveness, reports of progress, and adjustments or changes to the plan made and reported on as needed (but at least annually). Analysis of student achievement data, additional or newly identified needs, and other relevant data from each year’s plan shall for the basis for subsequent school improvement plans.

REFERENCE(S):

CODE OF ALABAMA
16-6B-3, 16-6B-7, 16-8-8, AAC §290-4-1-01

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ________
FORMERLY: NEW
No standing committees of the Etowah County Board of Education shall be authorized.

Special committees may be appointed by the Etowah County Board of Education President when deemed necessary. The duties of any such committee shall be outlined at the time of appointment. The committee shall be automatically dissolved when the Board accepts the committee’s final report. Each Etowah County Board of Education member shall be notified of all committee meetings but shall have no vote unless the member is serving as a committee member. All meetings of Board committees shall be open to the public. The Board may disband a committee at its discretion. The Board President and Superintendent of Education shall be ex-officio members of all committees.

Special committees or individuals who serve on special committees shall take no action which is binding upon the Etowah County Board of Education.

REFERENCE(S):

CODE OF ALABAMA
16-8-6, 16-8-7, 16-8-8

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: 
FORMERLY: NEW
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LEGAL COUNSEL

The Etowah County Board of Education attorney, obtained from outside the Board’s membership, shall act as legal advisor to the Etowah County Board of Education and the Superintendent. When approved by the Board, special counsel may be retained to assist in any litigation or other matter. The services of legal counsel may be secured at Board expense without competitive bid. The Board shall establish terms of such service.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 41-16-51(a)(3)

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ________
FORMERLY: NEW
The operation of a public school system is a complex undertaking. Important to success is the quality of relationship that exists between the Board and the Superintendent and his/her staff. In some cases the duties and prerogatives of each can be clearly defined; while in others, functions necessarily overlap. Often complicated questions which cannot be anticipated will arise; faith, understanding, and patience are essential to teamwork. Advance knowledge that certain codes of conduct and principles will be observed by the Superintendent and board members promotes confidence, trust, and provides for understanding and cooperation.

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

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

The Board shall hold the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations. In an effort to keep the Board informed, the Superintendent shall promptly notify Board members of any happenings of an emergency nature that occur in the schools.
The Etowah County Board of Education is the policy-forming body of the Etowah County School System. The Board shall approve all policies in conformance with applicable federal, state, and local statutes and regulations as well as with established judicial decisions.

The Superintendent shall have the responsibility to enforce the policies of the Board and interpret, with assistance of Board counsel as needed, all legal issues which pertain to the operation of the school system. The administration of all facets of operation of the schools shall be the responsibility of the Superintendent, including budgeting and other business affairs, direction of the instructional program, the selection, evaluation and improvement of personnel, and planning and development of the physical plants. The staff organization for effective operation of the schools shall be planned by the Superintendent and submitted to the Board for approval.

The Superintendent shall be the chief executive officer and professional advisor to the Board and shall be responsible directly to the Etowah County Board of Education. The Superintendent shall be authorized to delegate certain responsibilities for the operation of the school system to respected designees as needed for the efficient and effective operation of the school system. The Superintendent, however, shall be directly accountable to the Board for all results produced at operational levels.

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

**REFERENCE(S):**

**CODE OF ALABAMA**

16-8-7, 16-8-8, 16-8-10, 16-9-23

**HISTORY:**

ADOPTED: 2002

REVISED: MARCH 12, 2012; JULY 23, 2013

FORMERLY: GBBAA, GBRF
CHAPTER 3.00 – SCHOOL ADMINISTRATION

CALENDAR, LENGTH OF SCHOOL DAY AND YEAR

The Etowah County Board of Education shall set the opening of school according to state law and Alabama State Department of Education regulations and shall direct the Superintendent to prepare a yearly calendar for the School System. The School System calendar shall include a yearly schedule of school holidays for students and selected personnel of the School System.

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

1. School Day – shall not be less than six (6) hours, or 360 minutes, of actual teaching, exclusive of all recesses or intermission periods. Class periods shall be planned to allow for this amount of instructional time.

2. School Year – shall provide for at least the minimum number of days of instruction required by the State Board of Education and current state law.

The scholastic, or school, year shall begin on July 1 and end on June 30 of the following year. The daily schedule for beginning and closing times may vary from school to school but must meet the minimum instructional day requirements, unless altered by the State Superintendent or due to emergencies, inclement weather, or safety issues. The school principal shall ensure that the school’s schedule shall reflect at least six (6) hours (360 minutes) of instructional time as specified herein.

REFERENCE(S):

CODE OF ALABAMA
16-1-1, 16-8-30, AAC §290-3-1-.02(2)(a)

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: AE, AEA, AF
CHAPTER 3.00 - SCHOOL ADMINISTRATION

SUPERINTENDENT SELECTION

3.13

The Etowah County Board of Education shall appoint the Superintendent as provided by the laws of the State of Alabama. The Superintendent is a statutory officer as provided by the Constitution and laws of the State of Alabama. As such, he/she has certain authorities and functions which are provided for by law. His/her duties include serving as secretary and executive officer of the Etowah County Board of Education.

The Superintendent may delegate certain administrative authority and responsibilities to his/her staff and principals.

The Superintendent shall, with the approval of the Board, organize the system staff and schools, create and fill positions, and assign duties and responsibilities.

All personnel who work in the Etowah County School System shall be responsible directly to the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-9-1, 16-9-2, 16-9-11

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ________
FORMERLY: NEW
I. The Superintendent of the Etowah County Board of Education shall possess the following qualifications as minimum requirements:

A. Hold at least a Master’s degree from a recognized four-year college or university (a doctoral degree is preferred);

B. Hold an Alabama certificate in administration/supervision;

C. Have three (3) years of successful educational experience as a teacher, principal, supervisor, or superintendent during the five (5) years preceding his/her appointment;

D. Have demonstrated ability in group dynamics and in working with people who have varying backgrounds and interests;

E. Possess the ability to view all aspects of issues and deal fairly, even when views differ from his/her own;

F. Demonstrate knowledge of school finance;

G. Demonstrate knowledge of educational research and methods of research;

H. Possess the ability to delegate authority;

I. Possess good character, high moral standing, and integrity; and

J. Have other qualifications that the Board deems necessary and proper.

II. Any candidate selected must satisfactorily complete any required State Department of Education training on school finance, education law and curriculum/instruction.

REFERENCE(S):  CODE OF ALABAMA

16-1-38, 16-8-7, 16-9-2

LEGISLATIVE ACT 1969-1039

HISTORY:  ADOPTED: JULY 23, 2013

REVISED: ________

FORMERLY: NEW
CHAPTER 3.00 - SCHOOL ADMINISTRATION

CONTRACT OF SUPERINTENDENT  3.21

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

The Board shall determine the salary, additional benefits, vacation entitlement and other leave of the Superintendent. Additional benefits such as health and other forms of insurance, annual vacation, holidays, and temporary and extended leaves and absences shall be at least equal to those granted other professional Etowah County School System staff members.

The Superintendent shall be provided, as determined by the Board, with an annual travel allowance.

REFERENCE(S):  

CODE OF ALABAMA
16-8-8, 16-9-12, 16-9-1, 16-12-1

HISTORY:  

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW
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DUTIES OF THE SUPERINTENDENT

The Superintendent shall act as the chief executive officer of the Etowah County Board of Education. He/She shall have, under the direction and policies of the Board and in accordance with state law and regulations of the State Board of Education, responsibility for the management of the school system and the supervision of all personnel in the system.

The Superintendent shall be authorized to delegate to other employees of the Board such responsibilities imposed on him/her by the Board, as he/she may deem necessary. Delegation of responsibility to other personnel of the system shall not relieve the Superintendent of his/her responsibility for the total operation of the schools.

The general scope of duties of the Superintendent shall include, but not be limited to, the following:

1. Exercise, pursuant to state statutes and under the direction of the Board, general supervision of the public schools in the system.

2. Enforce all provisions of law relating to the management of the schools, and other educational, social, and recreational activities under the direction of the Board of Education.

3. Attend all meetings of and have a seat on the Board of Education; to have the right to speak on all matters but not the right to vote and to bring such matters before the Board as seem to him/her necessary for the general welfare of the schools.

4. Keep abreast of and to keep the Board of Education informed concerning acceptable, modern school practices; and to make such recommendations to the Board as shall lead to the establishment of standards that will assure growth and progress of the school district.

5. Carry out the policies adopted by the Board under such powers as may be delegated by the Board as are necessary to that end.

6. Initiate those matters required of the Superintendent under Alabama law and other applicable rules respecting the duties and responsibilities of the county superintendent.

7. Exercise general supervision over all employees and have the right to nominate, assign, suspend, and transfer all employees. All appointment and transfers are subject to a written recommendation from the Superintendent and the approval of the Board.
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8. Suspend any pupil from school whenever, in his/her judgment, the best interests of the schools are served.

9. Assure the proper maintenance of all school district records and the proper distribution of such records to board members, principals, etc.

10. Plan and administer the budget as enacted by the Board, acting at all times within legal requirements and in accordance with policies of the Board.

11. Represent the school system in community affairs.

12. Perform such official duties as may be prescribed by law or the Board.

13. Develop plans for the maintenance, improvement or expansion of buildings and property needed to provide an adequate educational program.

14. Assume other duties as assigned by the Board.

REFERENCE(S):

CODE OF ALABAMA
16-9-13 TO -16, 16-9-23, 16-12-1 TO -21

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ________
FORMERLY: NEW
OFFICIAL SCHOOL BUSINESS HOURS

The time set for the official opening and closing of the schools/school offices of the Etowah County School System are fifteen (15) minutes prior to the time students are to report to homeroom/first class and fifteen (15) minutes after the last class period each day. Principals or their designees are to be on duty thirty (30) minutes prior to the opening of school and/or at bus arrival times. Between these times and throughout the school day, school personnel will be on duty and available to supervise care for students. However, School System personnel should not and are not expected to assume responsibility for students whose parents permit their child(ren) to arrive at school before the time noted above and/or to remain at school after the time noted above.

By presentation of this policy, the Board hereby notifies parent/guardians that school personnel are not available to assume responsibility for students who arrive on a school campus before and remain after the times noted above, except that school personnel shall be on duty to assume responsibility for students transported via School System-owned buses.

REFERENCE(S):

CODE OF ALABAMA
16-1-1, 16-8-8
AAC §290-030-010-06

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ________
FORMERLY: NEW
Parents’ Responsibilities
Parents/guardians are expected to take responsibility for seeing that their child arrives before the beginning of school and is picked up after the end of school within the time frames noted above. If for any reason parents are not able to comply with the times noted, a conference should be scheduled with the principal to discuss the matter.

Students Not Picked Up Promptly After School
Due to the necessity of having to supervise students closely and the fact that teachers and other school personnel have many responsibilities after the regular school day, parents/guardians must assume the responsibility for picking up their child(ren) promptly after the school day ends. In situations where parents do not abide by the school dismissal schedule and fail to pick up their child(ren) within the specified time frame, the school principal and appropriate personnel shall develop and publish incremental procedures to elicit parent cooperation and compliance, up to and including the instigation of neglect charges against the parent/guardian and notification of law enforcement and/or the Department of Human Resources.

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

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

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

Care of Students after School-Sponsored Events
The schools of the Etowah County School System offer a variety of after-school, extra-curricular activities, which contribute greatly to the total educational experiences of students. Students’
involvement in such activities contributes to their physical, mental, social, and emotional growth and development. Events, such as plays, athletic contests, debates, scholars bowl, beauty contests, band presentations, choral groups, etc. are vital components of each school’s curriculum. The Board supports and encourages such after-school learning opportunities for students of the School System. However, the Board is also cognizant that such activities necessitate additional work and time on the part of teachers, school administrators, and others to develop and conduct such meaningful extra-curricular events. While the Board encourages parents/guardians to contribute to such school-sponsored events, the Board further encourages parents/guardians to do their part in assisting school personnel by assuming responsibility for their child(ren) promptly after participating in or attending such activities.

Limits of Care: School System’s Responsibility
The Board expects that school administrators will assign sponsor and personnel to supervise and monitor before, during, and for up to thirty (30) minutes after all extra-curricular events sponsored by the schools of the School System in order to ensure the safety and well-being of students who must remain on school premises until picked up by their parents/guardians. Further, the Board expects that school administrators will announce to parents/guardians that they are expected to pick up their child(ren) promptly after such events in order to permit school personnel to return to their homes at reasonable hours.

Students Not Picked Up Promptly After School-Sponsored Events
In situations where parents/guardians repeatedly fail to pick up their child(ren) promptly following after-school, extra-curricular activities within the specified time frame, the school principal and appropriate personnel shall develop and publish incremental procedures to elicit parent cooperation and compliance, up to and including the instigation of neglect charges against the parent/guardian and notification of law enforcement and/or the Department of Human Resources.

REFERENCE(S):

CODE OF ALABAMA
16-1-1, 16-8-8

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ________
FORMERLY: NEW
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EMERGENCIES

I. In case of emergency, the Superintendent may close any school or all schools, delay school openings, or dismiss schools early. The members of the Etowah County Board of Education shall be informed of any event or condition which requires the closing, delayed opening, or early dismissal of any school(s) of the system.

II. In the event of a declared state of emergency, control of pupils shall be retained by school personnel until pupils are released from school or in the case of transported pupils, until the students depart from the school bus.

III. School officials shall cooperate with emergency management and Red Cross authorities in the event of a natural or man-made disaster. In the event of a riot, disaster, health emergency, security threat or similar condition, the principal shall cooperate with law enforcement.

IV. The Superintendent or his/her designee shall make public announcements and releases to the media concerning emergency school closings or emergency conditions.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 36-19-10, 16-6B-5

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: AFC
CHAPTER 3.00 - SCHOOL ADMINISTRATION

RESPONSIBILITIES OF PRINCIPALS

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

The principal is the educational leader of the school. He/she should be alert to opportunities to improve the instructional programs, to foster professional growth among the faculty and staff, to work for the best interest of students and faculty, and to maintain good relations with the community.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-24B-4

HISTORY:

ADOPTED: 2002
REVISED: MARCH 20, 2012; JULY 23, 2013
FORMERLY: GBBAA
CHAPTER 3.00 - SCHOOL ADMINISTRATION

SAFE AND SECURE SCHOOLS

3.40

I. The Etowah County Board of Education has as its first obligation to provide a safe, secure, and orderly learning environment in all schools and at all school-sponsored activities.

II. An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending Etowah County Board of Education or school-sponsored events or activities. All procedures shall reflect the following provisions:

A. No persons other than Etowah County School System students and employees shall be on a school campus during school hours unless they have been approved by the principal’s office.

B. A student who is suspended or expelled is not in good standing and is not permitted on the Etowah County school campus, at school events, or on school grounds.

C. Any person on an Etowah County school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the school principal or assistant principals.

D. Individuals who enter Etowah County School System property, an Etowah County Board of Education meeting or attend a school-sponsored activity without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the Board President, Superintendent or designee, principal or person in charge are subject to criminal penalty as provided in Alabama statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at Etowah County School System schools or school activities.

III. Emergency Plans

A. The Superintendent shall develop and present to the Etowah County Board of Education for review and approval, appropriate school emergency management and preparedness plans.
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B. The Superintendent shall establish a uniform format for the development of the schools’ emergency management and preparedness plans.

C. Each Etowah County school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Alabama law, State Board of Education rules, and other applicable regulations.

IV. Safety Procedures

A. School alarms shall be monitored, and malfunctions shall be reported for immediate repair.

B. Emergency evacuation drills (fire, bomb threat, terrorist, tornado, severe weather, other disaster, and school bus) shall be held in compliance with state requirements. Each Etowah County School System principal, site administrator or transportation official is responsible for:

1. Developing and posting emergency evacuation routes and procedures;

2. Assigning and training staff members in specific responsibilities to ensure prompt, safe and orderly evacuation and re-entry; and

3. Identifying and reporting hazardous areas requiring corrective measures.

V. Violence Prevention

Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the Etowah County School System.

VI. Security

A. The Superintendent shall develop and implement guidelines and procedures for reviewing each school’s security provisions.

B. Each Etowah County school’s emergency plan shall include security provisions including emergency lockdown procedures.

C. All doors and exits shall remain unlocked from the interior during school hours and shall meet the required codes.
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D. The Superintendent shall require that all state statutes regarding safety, security and discipline are carried out.

REFERENCE(S):

CODE OF ALABAMA
16-1-24, 16-1-24.1, 16-3-12, 16-4-13, 16-1-2, 16-1-7,
16-68-5 TO -6, 16-8-8, 36-19-10, 36-19-11

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: JGF, EBBC
In accordance with the Alabama Student Religious Liberties Act of 2015. Subject to the requirements and prohibitions of Amendments 1 and 14 to the United States Constitution, it is the policy of this Etowah County Board that:

(a) There shall be no discrimination against students or parents on the basis of their religious viewpoint or the religious content of their expression.

(b) Students shall be allowed to express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of those submissions. Homework and classwork assignments shall be judged by ordinary academic standards of substance and relevance, and against other legitimate pedagogical concerns, but may not be penalized or rewarded based on the religious content of the work.

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

(d) Students may wear clothing, accessories, and jewelry which display religious messages or symbols in the same manner and to the same extent that students are permitted to wear other types of clothing, accessories, and jewelry that contain messages or symbols.

(e) The Board shall not take any actions which establish a religion or prohibit the free exercise of a particular religion.

(f) The Board retains the authority to protect the safety of its students, employees, and visitors, and to maintain order and discipline in its schools and on its properties in a content and viewpoint neutral manner.

REFERENCE(S):

CODE OF ALABAMA

HISTORY:

ADOPTED: JULY 7, 2016
CHAPTER 3.00 - SCHOOL ADMINISTRATION

PROHIBITION OF SEXUAL HARASSMENT

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

II. The Superintendent shall develop procedures which shall be used by persons alleging harassment. Staff development (to include certified, classified, part-time, substitute employees and regular volunteers) and student instruction on sexual harassment prevention, reporting, and prohibition shall be implemented and documented as appropriate in Etowah County schools and worksites.

III. Sexual Harassment by Students – The Etowah County Board of Education desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board’s commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Etowah County Board of Education. Sexual harassment’s destructive impact wastes human potential, demoralizes students, and perpetuates the tendency toward further unacceptable behavior. For these reasons, the Etowah County Board of Education forbids harassment against any student on the basis of gender. The Board will not tolerate harassment activity by any of its students.

A. Definition – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student’s academic performance, or creates an intimidating, hostile, or offensive school environment.

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

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications, e.g., a person’s body, clothes or sexual activity;
CHAPTER 3.00 - SCHOOL ADMINISTRATION

4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Display of sexually suggestive objects, pictures, digital images, or written materials.

B. Specific Prohibition - It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.

C. Procedures - Any student who alleges sexual harassment by an employee or another student should report the harassment to the principal, assistant principal(s), guidance counselor(s) or Superintendent’ designee. Filing of a complaint or otherwise reporting sexual harassment will not affect the student’s status, extracurricular activities, grade or any other assignments. The complaint should be in writing, state the act or acts, state the date(s), state the names of witnesses, and be signed by the complainant.

1. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board’s legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

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

D. Penalties - A substantiated charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.

IV. Sexual Harassment by Employees – Definition – Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or a student’s education;
CHAPTER 3.00 - SCHOOL ADMINISTRATION

B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;

C. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or student’s educational performance or creating an intimidating, hostile or offensive work or school environment.

D. Examples of sexual harassment may include, but are not limited to, the following:
   1. Verbal harassment or abuse of a sexual nature;
   2. Subtle pressure for sexual activity;
   3. Repeated remarks to a person with sexual or demeaning implications, e.g., a person’s body, clothes or sexual activity;
   4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
   5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
   6. Display of sexually suggestive objects, pictures, digital images or written materials.

E. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

F. Any suspected child abuse shall be reported in accordance with state law.

G. Specific Prohibition – Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation.

   1. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates, including, but not limited to, incidents when the subordinate’s failure to submit will result in adverse treatment, or when the subordinate’s acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.

   2. It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to penalties.
3. It is sexual harassment for an Etowah County Board of Education employee to use his or her authority to solicit sexual favors or attention from students. Board employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.

H. Procedures – It is the responsibility of any employee to promptly report any occurrence of alleged sexual harassment. This policy on sexual harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of sexual harassment, that management will promptly investigate all alleged incidents of sexual harassment, and appropriate corrective action will be taken. Complaints should be reported to the Superintendent or designee and should be in writing, state the act(s), state the date(s), state the name(s) of witnesses and be signed by the complainant. Investigations will be conducted with discretion. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board’s legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. Claims found to be factually supported will be promptly acted upon. No employee or student shall be retaliated against, in any manner, for reporting conduct which is believed to be a violation of this rule or for participating in an investigation of a possible violation of this rule.

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

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

REFERENCE(S):

CODE OF ALABAMA 16-8-23
TITLE IX OF EDUCATION AMENDMENTS OF 1972
PUBLIC LAW 100-960, PUBLIC LAW 102-143

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GAF
CHAPTER 3.00 - SCHOOL ADMINISTRATION

EQUAL OPPORTUNITY AND NON-DISCRIMINATION

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

II.  The Etowah County Board of Education shall comply with the Americans with Disabilities Act of 1990 (ADA), Title IX of Education Amendments of 1972, and all other federal and state laws that make it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his/her job with reasonable accommodations.

III.  In accordance with Title IX (20 U.S.C. §1681, et seq), the Board strictly prohibits discrimination on the basis of sex or gender in its programs or activities, including sexual harassment, as defined by law and Board policy. Sexual harassment complaints should be filed and reviewed under the Board’s student sexual harassment policy (See Policy 3.43). All other complaints under Title IX will be filed and reviewed according to the Board’s general complaint and grievance procedures (See Policy 6.41, 5.28 and/or Policy 5.33.1).

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

   B.  Inquiries or complaints regarding compliance with federal regulations may be directed to Title IX Coordinator, Etowah County Board of Education, 3200 West Meighan Boulevard, Gadsden, Alabama 35904, (256) 549-7560.

IV.  Persons alleging discrimination shall use the grievance procedures provided elsewhere in these policies as a remedy (See Policies 3.43, 5.28, 5.33.1, 6.21 and/or 6.41).

V.  The Superintendent shall develop procedures to notify Etowah County School System employees, applicants for employment, and other affected groups of the system’s policies and procedures related to non-discrimination and equal opportunity practices.

REFERENCE(S):

CODE OF ALABAMA

16-1-30, 16-8-8, AMERICANS WITH DISABILITIES ACT OF 1990,
CHAPTER 3.00 - SCHOOL ADMINISTRATION

CIVIL RIGHTS ACT OF 1964 AND AMENDMENTS,
SECTION 504 OF REHABILITATION ACT OF 1973,
TITLE IX (20 U.S.C. §1681, ET SEQ)

HISTORY: ADOPTED: 2002
          REVISED: JULY 23, 2013
          FORMERLY: JAA
The Etowah County Board of Education prohibits the use or possession of tobacco in any form by students, faculty, support personnel, or any other person on school property under the control of the Etowah County Board of Education. This includes a public school building, Etowah County Board of Education Building, bus maintenance building, bus, campus, recreational area, athletic field, parking area or other area under the control of the Etowah County Board of Education.

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

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

Etowah County Board of Education employees found in violation of this policy are subject to disciplinary actions not limited to: reprimand, suspension pending a hearing, and termination of employment. Students who violate this policy are subject to discipline as described in student handbooks and the Code of Student Conduct.

REFERENCE(S):

CODE OF ALABAMA
16-8-10, 16-9-15

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GBRN
All public records pursuant to Alabama statutes, except those involving sensitive personnel records, pending criminal investigations, recorded information received by a public officer in confidence, or other records, the disclosure of which would be detrimental to the public’s interest, shall be available for inspection or copying at reasonable times during normal office hours of the Etowah County School System office or other offices in which records are maintained.

The Superintendent shall:

1. Keep citizens adequately informed through all channels of communication on policies, programs, problems, and planning of the Etowah County School System and instruct schools to carry out this policy through their efforts and the office of the Superintendent.

2. Seek input from community members.

3. Encourage Etowah County School System staff to cooperate in keeping the public informed of newsworthy events which would be of interest or concern to citizens and which would promote the welfare of the school system, provided that any news release be approved by the principal or supervisor and that any adverse information of a serious nature or any release relating to the system as a whole be approved by the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-3-11, 16-8-8 TO -10, 16-18-18, 36-12-40, 41-13-1, AAC §290-1-4-.01

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ________
FORMERLY: NEW
CHAPTER 3.00 - SCHOOL ADMINISTRATION

COPYING OF PUBLIC RECORDS

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

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-1-30

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW
CHAPTER 3.00 - SCHOOL ADMINISTRATION

SCHOOL CEREMONIES AND OBSERVANCES 3.61

Flag Display
The Etowah County Board of Education requires that all school display both the flags of the United States and the State of Alabama at some suitable place each and every day school is in session.

Pledge of Allegiance
All students must have the opportunity to recite on a voluntary basis the Pledge of Allegiance to the United States flag each day.

Moment of Quiet Reflection
Etowah County School System teachers shall provide students a moment of quiet reflection for one (1) minute every school day.

REFERENCE(S):

CODE OF ALABAMA
16-1-20.4, 16-43-1, 16-43-5
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: KCFA
CHAPTER 3.00 - SCHOOL ADMINISTRATION

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<th>SCHOOL VOLUNTEERS</th>
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The Etowah County Board of Education recognizes that volunteers can make many valuable contributions to the schools and can be used as effective learning resources. Therefore, the Board endorses a volunteer program in the district, subject to suitable regulations and safeguards. These regulations and safeguards shall include volunteers operating within the written authorization of the Board and/or members of its administrative staff and under the supervision of Board employees. These regulations shall be developed and promulgated by the Superintendent or staff in cooperation with the faculty of each school.

The school principal or designee must conduct an orientation for all school volunteers.

**REFERENCE(S):**

**CODE OF ALABAMA**

| 16-8-8 |

**HISTORY:**

**ADOPTED:** JULY 23, 2013

**REVISED:**

**FORMERLY:** NEW
It is the intent of the Etowah County Board of Education, in cooperation with county and state regulations designed to protect and promote the health, safety, and general welfare of school children and Board employees. Health and wellness instruction as provided by the Alabama State Department of Education Courses of Studies, legislative acts, and local curriculum guides shall be included in instruction for students at the designated and appropriate grade levels, including HIV/AIDS prevention instruction annually in grades 5 through 12, drug and alcohol abuse prevention instruction and activities, nutrition/wellness, suicide prevention, and hygiene/safety/first aid lessons where appropriate.

Communicable/Infectious Diseases or Conditions
Students and/or employees having communicable diseases and/or conditions (head lice, scabies, etc.), including students wishing to enroll or potential employees, will be dealt with on an individual basis. Administrators and supervisors shall observe current Regulations for the Control of Communicable Diseases in the schools of the Etowah County Schools as required by the State Board of Health. The system’s nurse(s) will maintain liaison with the State Board of Health and support the processing of cases.

The Superintendent shall have the authority to exclude a student and/or an employee from attendance when reliable evidence confirms he/she has a communicable disease or condition that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or employee shall be excluded from school for a period of time as may be prescribed by the local health department or physician. The Superintendent may require written documentation from health department officials and/or a physician to allow the student or employee to resume attendance.

Due process will be followed when reliable evidence or information from a qualified source confirms that a student or employee is known to have a communicable disease or infection that is known not to be spread by casual contact (i.e. HIV/AIDS, Hepatitis B, etc.).

Infection Control
All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of bloodborne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The Superintendent’s designee shall implement the precautions and investigate, correct, and report on instances of lapse.
CHAPTER 3.00 - SCHOOL ADMINISTRATION

Exposure Control Plan and Staff Development
The Superintendent will direct the preparation of procedures for processing cases and an exposure control plan. Procedures will incorporate appropriate considerations of confidentiality. Employee training and communication of school system procedures related to student health education, exposure control, communicable diseases and conditions, and standard precautions shall be implemented by the direction of the Superintendent.

Certificate of Immunization
A certificate of immunization against diseases designated by the state health officer shall be required before a student can be enrolled initially in kindergarten or first grade in the Etowah County School System. If this requirement can not be met according to federal law, the student will be allowed to enroll and all efforts will be made by school employees (including but not limited to the principal, teacher, and school nurse) to help the student meet this requirement.

Confidentiality of Medical Information
All persons privileged with any medical information that pertains to students or employees shall be required to treat all proceedings, discussions, and documents as confidential information. Before any medical information is shared with anyone in the school setting, a “need-to-know” review shall be made. Such a review committee shall include the parent/guardian of the affected student, the student if over age 18, the affected employee or his/her representative.

REFERENCE(S):

CODE OF ALABAMA
16-8-9, 16-29-1 TO -6, AAC §290-1-4-.01

HISTORY:
ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: JGC, IDDEA
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

THE CURRICULUM 4.10

I. The Etowah County School System curriculum shall be determined by
   A. Alabama State Department of Education Courses of Study;
   B. Students’ needs and interests;
   C. Regular evaluation of curriculum effectiveness; and
   D. Alabama statutes, State Board of Education rules, and policies of the Etowah County
      Board of Education.

II. The Superintendent may appoint such committees and special study groups as may be
    necessary to assist in determining the educational needs of the system.

III. The Superintendent shall designate appropriate staff members who are responsible for the
     development and coordination of the curriculum of the system.

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

V. The responsibility and right of an instructional staff member to present information of a
   controversial nature is hereby recognized. The teacher shall not present controversial material or
   issues which are not directly or closely related to the subject area being taught. In
   presenting controversial materials on an issue, the teacher shall present all sides of the
   question without bias or prejudice and shall permit each student to arrive at his/her own
   conclusions.

VI. When dealing with political issues, the positions of all parties will be presented on a non-
    partisan basis.

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

VIII. All course materials and verbal or visual instruction shall conform to the requisites and intent of
      Alabama law and the state Constitution. All instructional materials, including teachers’
      manuals, films, tapes, or other supplementary instructional material, shall be available for
      inspection by parents/guardians of the children engaged in such classes.
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

IX. The Superintendent or designee shall develop procedures to ensure that all aspects of curriculum development are implemented.

X. There shall be a systematic and comprehensive evaluation of the instructional program and all related areas in order to ensure compliance with accreditation standards, to effectively implement and monitor progress of school improvement plans, and to fulfill ALSDE compliance monitoring requirements.

REFERENCE(S):

CODE OF ALABAMA
16-8-9, 16-8-28, 16-9-21, 16-35-4, 16-35-5

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: JF, IA
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SPECIAL EDUCATION 4.11

The Etowah County Board of Education will provide educational and related services to exceptional students who qualify under state and federal guidelines. Such students are encouraged to take full advantage of or to respond to educational programs and opportunities because of a physical, mental, emotional, social, or learning exceptionality as determined by a multi-disciplinary team which reviews psychological, educational, and/or physical evaluation results provided by qualified specialists. Exceptional students include students with intellectual disability, hearing impairments, speech or language impairments, visual impairments, emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities and students who are classified as gifted.

I. Upon recommendation of the Superintendent, the Board shall adopt a plan for the provision of education programs for all Etowah County School System students with disabilities and for gifted students.

II. The plan for special programs and procedures for exceptional students shall include screening procedures, pre-referral activities, referral procedures, eligibility criteria, program placement, program dismissal, and descriptions of program organization and operations.

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

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-13-231, 16-39-3
AAC §290-1-4-.01

HISTORY:

ADOPTED: 2002
REVISED: MARCH 7, 2006; JULY 23, 2013
FORMERLY: IDCHA, IDCHAA, IHADA
The Superintendent or designee shall develop, for the Etowah County Board of Education’s approval, a plan for at-risk students addressing drop-out prevention. Components of the plans for academically at-risk students may include but are not limited to High Hopes grants/programs, Children’s First, Title I, Title VI, Title IV Safe and Drug Free Schools programs, and other state, federal, or local initiatives.

The Board shall also maintain an alternative education program for students who, because of disciplinary problems, cannot be appropriately educated in the regular school environment or who, because of academic difficulty, have been identified as at-risk of academic failure.

The Etowah County Board of Education maintains a comprehensive career awareness program in middle schools to help students appreciate the value of a high school education and understand the consequences of not acquiring a high school diploma. The Board places strong emphasis on for early identification of and intervention for students deemed to be academically at-risk.

REFERENCE(S):

CODE OF ALABAMA
16-1-13, 16-1-16, 16-13-231, AAC §290-1-4-.01

HISTORY:
ADOPTED: JULY 23, 2013
REvised: _______
FORMERLY: NEW
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

HOMEWORK 4.13

The Etowah County Board of Education recognizes that homework should be meaningful and reasonable. It should not be a substitute for teaching but should provide reinforcement, practical application, and enrichment of what has been taught. Consideration should be given to the time involved in completing homework assignments. No homework assignment should be made that does not directly support a clearly identified instructional objective.

The Board encourages the use of reasonable homework assignments that both support instructional objectives and expand the scope of instruction limited by the constraints placed on classroom teaching.

Homework assignments should be commensurate with the resources available. Homework should not be used as punishment for disciplinary infractions. Students should receive feedback on homework assignments.

REFERENCE(S):

CODE OF ALABAMA
16-8-8

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ________
FORMERLY: NEW
SUMMER PROGRAMS

The Etowah County Board of Education authorizes summer programs when needed. The Superintendent or designee shall determine the building site(s).

Summer program requirements and extended school year services shall be developed by the Superintendent and approved by the Etowah County Board of Education.

Students wishing to participate in summer programs to earn credit and/or to meet requirements for promotion shall obtain the approval of the school principal or designee prior to enrollment or participation.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, AAC§290-030-010-(9)

HISTORY:

ADOPTED: JULY 23, 2013
REVISIODE: _______
FORMERLY: NEW
In accordance with the guidelines of the Alabama Department of Education, the Etowah County School System shall offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that targets specific knowledge and skill deficits instead of requiring the student to repeat the entire course. The Etowah County School System credit recovery plan rules, application procedures, and participation details shall be approved by the Superintendent and shall be distributed to students, parents, teachers, and other School System personnel.

REFERENCE(S)  
CODE OF ALABAMA

HISTORY:  
ADOPTED: JULY 7, 2016
I. The Etowah County Board of Education shall hold each student responsible for all textbooks and other educational materials issued to him/her. It shall be understood that the parent, guardian or other person having custody of any student to whom textbooks or other materials are issued shall be held liable for any loss, abuse or damage in excess of that which would result from the normal use of such materials.

II. Fees may only be charged in courses which are not required for graduation.

III. Principals shall have the authority to waive fees for students with financial limitations who cannot afford the fee.

IV. The Etowah County Board of Education maintains that activities for which an admission fee is charged shall be kept to a minimum. The admission charges shall be fixed at amounts permitting the maximum number of pupils to attend, commensurate with the cost of providing such activities.

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

VI. All income from school activities and concession sales shall be deposited in the appropriate account and shall be disbursed in accordance with Board policy, accreditation standards, and State Department of Education regulations. See Policy 7.81.

REFERENCE(S):

CODE OF ALABAMA
16-8-7 TO -9, 16-10-6, 16-13-13
LEGISLATIVE ACT 98-230

HISTORY:
ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: DFG
DUAL ENROLLMENT

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

REFERENCE(S):

CODE OF ALABAMA
16-8-8, AAC §290-3-1-.02(10), AAC §290-8-9-.17

HISTORY:

ADOPTED: 2002
REVISED: MAY 3, 2011; JULY 23, 2013
FORMERLY: IDCH
For School Approved Programs
The Board has authorized cooperative education/special education transition programs in those areas of the curriculum which have gained approval from the State Department of Education (e.g. marketing education, business education, trade and industrial education, etc.) and which conform to the guidelines for such programs. Carnegie units shall be awarded according to the State Department of Education regulations. Release of students to participate in cooperative education /special education transition programs is permissible, provided:

1. Employment is approved and supervised by the appropriate cooperative education/special education transition coordinator.
2. Employment is approved in writing by the student's parent/guardian.
3. Employment does not conflict with student's other schoolwork.
4. Employment is an extension of coursework.
5. The student is legally eligible for employment.
6. The student follows all guidelines of the cooperative education/special education transition program while in the program.

The primary objective of student employment should be to contribute to his/her educational development and should in no way limit his/her performance in the regular school program. Employment shall be in accordance with the Child Labor Law.

REFERENCE(S):

CODE OF ALABAMA
16-3-18, 16-37-4, 28-8-33 thru -35, 25-8-37
LEGISLATIVE ACT 87-675

HISTORY:
ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW
# CLASSROOM INSTRUCTIONAL SUPPORT FUNDS

## I. Distribution of Funds

The distribution of funds for classroom instructional support materials shall be based on projected enrollment, available funds, and Alabama statutes and shall include library enhancement, classroom materials and supplies, professional development, technology, and other classroom instructional support approved by the State Board of Education.

## II. Budget Development

Each Etowah County School System school shall form a committee to develop a budget for library enhancement, classroom materials and supplies, professional development, technology and any other classroom instructional support funds allocated to the school.

A. The composition and procedures used by such committee will follow Alabama statutes and guidelines.

B. The proposed budget shall outline common purchases, specify the common items which may be purchased and designate a specific allotment per teacher.

C. The proposed budget will be consistent with the plans developed for the school and the Etowah County School System.

D. The proposed budget will be submitted for approval by the teachers at each school prior to the close of the current school year.

## III. Fund Usage

All funds must be spent on classroom instructional support purposes consistent with system and state rules. Funds may be spent on instructional and electrical equipment used in the classroom with students.

## IV. Availability

Funds should be made available to each teacher before December 1. Unused funds will revert to the system or state.

### Reference(s):

- CODE OF ALABAMA
  - 16-1-8.1, 16-13-231, 16-68-10,
  - NO CHILD LEFT BEHIND ACT OF 2001

### History:

- ADOPTED: 2002
- REVISED: JULY 23, 2013
- FORMERLY: DJEA
The Board shall approve all textbooks used in the Etowah County School System. Local textbook committees shall be appointed by the Etowah County Board of Education upon recommendation by the Superintendent. The number, size, and composition, which shall include parents, of the committees shall be determined by the Board. The name of each person serving on local textbook committee(s) shall be kept on file by the Superintendent.

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

The Superintendent shall develop procedures based on Alabama statutes for purchasing, managing, selling, and discarding textbooks and other instructional materials. Fees for damage or loss of textbooks may be collected and shall be communicated to students and parents/guardians in School System publications.

**REFERENCE(S):**

**CODE OF ALABAMA**

16-36-60 to -70

**LEGISLATIVE ACT 98-320**

**HISTORY:**

**ADOPTED:** 2002

**REVISED:** JULY 23, 2013

**FORMERLY:** JS
The Etowah County Board of Education believes that the school library media center is a fundamental part of the educational program. It adheres to the premise that an effective library media program will provide:

1. Equal and maximum access to information resources which extend the limited content of textbooks.
2. Instruction for students in acquiring the research skills necessary for independent learning.
3. Motivation for students to read and enjoy good literature.
4. Encouragement for students to use a variety of media for a lifetime of learning and pleasure.

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

Individual schools’ library media programs may vary based on different school characteristics, the school’s goals, and student needs. However, some functions will be common in all schools. Those functions include:

1. Equal access to information in the school collection.
2. Provision of supplementary materials to enhance the school curriculum.
3. Integration of information skills instruction with classroom activities.
4. Assistance to teachers in using a variety of media formats to improve instruction.
5. Motivation for students to enjoy good literature and other worthwhile resources.
6. Access to the use of current technologies to improve instructional effectiveness.

The Etowah County School System library media specialists and teachers should collaborate to ensure that all students have adequate and equal access to the library media center and its collection.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-21-1 TO -3

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: IFBD
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

LIBRARY ENHANCEMENT AND INSTRUCTIONAL MATERIALS SELECTION 4.23

I. Objectives of Selection

The primary objective of the Etowah County School System library media centers is to implement, enrich, and support the educational program of the schools. The centers shall provide a wide range of materials on all levels of difficulty, with diversity of appeal and the representation of different points of view.

II. Criteria for Selection

A. The standards to determine the propriety of the educational materials shall be pursuant to Alabama statutes.

B. Educational media materials shall be evaluated and selected to implement, enrich, and support the educational programs of the schools.

C. Digital media, commercial films, videos, software, print texts, or other teaching materials from sources other than the School System or a school media center collection must be approved by the principal and must adhere to Internet Acceptable Use and copyright rules. The content of the curriculum shall determine the need for use of media and/or outside resources.

III. Funds shall be spent in accordance with the budget adopted for designated local school or system funds.

IV. A media specialist should be consulted in budgeting all library enhancement funds.

REFERENCE(S):

CODE OF ALABAMA
16-21-1 TO -3

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: IFBD
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

CHALLENGED MATERIALS 4.30

Classroom instructional materials, assigned readings, student research and project topics, and library/media center materials shall be selected and assigned according to Course of Study requirements, grade level recommendations, and approved resource lists. When parents/guardians express disagreement or concerns about materials or instructional resources, school personnel shall make every effort to explain selections and/or make alternate resources available when appropriate.

Parents/guardians or others desiring to make a formal challenge of instructional materials and/or library/media resources shall follow the formal process outlined below:

I. All concerns shall be presented in writing to the school principal. The statement shall include the following information:
   A. Author, compiler, or editor;
   B. Publisher;
   C. Title;
   D. Reason for objection;
   E. Page number or digital location of each item challenged; and
   F. Signature, address and telephone number of person making criticism.

II. These procedures shall be followed for Etowah County School System school-level reviews:
   A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal shall notify the Superintendent or his/her designee when a committee is convened.
   B. Challenged materials shall not necessarily be removed immediately. Challenged materials shall be available pending a final decision.
   C. Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
   D. The complainant shall be informed in writing concerning the committee’s recommendations.

III. These procedures shall be appropriate for system-level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal.
   A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the Superintendent to review the appeal, to evaluate the challenged materials and to make recommendations of any changes. A committee member shall not be selected from the school where the challenged materials originated.
   B. The Superintendent shall designate a member of his/her staff to be responsible for the organization of this review committee according to School Board policies.
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

C. The committee’s review shall be treated objectively and in a business-like manner and shall be conducted in the best interests of students, the schools, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.

D. The committee’s recommendations shall be submitted to the Superintendent.

E. The complainant shall be informed, in writing, after the committee’s recommendation is received by the Superintendent.

F. An appeal to the Etowah County Board of Education may be requested by the complainant when the school and system-level appeals do not satisfactorily resolve the concerns. The Board shall review recommendations of the school and system-level committees and shall render the final decision on the complainant’s concern.

REFERENCE(S):  

CODE OF ALABAMA  
16-8-8

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: IFDB
CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

CONTROVERSIAL ISSUES

4.31

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

I. Teachers shall adapt the study of controversial issues to the age, maturity and academic background of pupils.

II. Teachers shall place major emphasis on HOW to think rather than WHAT to think.

III. Pupils shall have access, insofar as possible, to all materials that are relevant and educationally significant to the issues at hand.

IV. Pupils shall have the opportunity to express their opinions within the limits of decency, good will and respect for the opinions of others.

V. Teachers shall teach pupils the principles and techniques of the scientific method and shall provide opportunities for practice in applying established facts to specific problems.

VI. Teachers shall seek to develop in pupils the ideals of truth and honesty.

VII. Teachers shall seek to create an atmosphere in which differences of opinion can be voiced without fear or hostility but with mutual respect for all viewpoints.

VIII. Teachers shall seek to develop in pupils a sense of responsibility for their beliefs, opinions and attitudes and shall encourage pupils to base same on research, tested experience and knowledge as recorded in our cultural heritage.

IX. Teachers shall encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined and checked for accuracy.

X. Teachers shall take a neutral position in the classroom during the discussion of controversial issues.

REFERENCE(S):

CODE OF ALABAMA

16-8-28

HISTORY:

ADOPTED: JULY 23, 2013

REVISED: _______

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

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>PROCEDURES</th>
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<tbody>
<tr>
<td>Animals Used in Educational Presentations (single event)</td>
<td>• Faculty/Staff member secures the approval of the principal prior to the event/presentation by following the steps described below:</td>
</tr>
<tr>
<td></td>
<td>1. Identify the instructional purpose or social/emotional objective of the presentation/event.</td>
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<tr>
<td></td>
<td>2. Provide statement of animal health and temperament or verify that the animal is part of a presentation conducted by an experienced animal handler who engages in demonstrations in a school setting on a regular basis.</td>
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<td>3. Obtain principal's/designee’s approval to proceed.</td>
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<td>4. Notify parents of upcoming presentation.</td>
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<tr>
<td></td>
<td>5. Provide modifications for students who have animal fears or allergies.</td>
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<tr>
<td></td>
<td>6. Obtain principal’s final approval in writing.</td>
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</table>
### CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

<table>
<thead>
<tr>
<th>Cold Blooded Animals Not Handled by Children (for 1 semester, renewable)</th>
<th>• Faculty/Staff member secures the approval of the principal prior to the event/presentation by following the steps described below:</th>
</tr>
</thead>
</table>
| and/or Classroom Animals (for 1 semester, renewable) | 1. Identify instructional purpose or social/emotional objective.  
2. Provide statement of animal health and temperament or verify that animal is provided by a certified program or agency.  
3. Obtain principal’s signature of approval to proceed to next steps.  
4. Notify parents of proposed presence of animal.  
5. Provide modifications for students who have animal fears or allergies.  
6. Obtain principal’s final signature of approval. |
| Animals Excluded from School or Classroom Use | • Poisonous, venomous animals.  
• Family pets unless all policy requirements are met. |
| Animals Exempt from Compliance With Policy | • Trained and certified service animals supporting individuals with disabilities*.  
• Animals used in K-8 Science Curriculum.  
• Invertebrates used in Grades 9-12 Science Curriculum. |

Conditions requiring removal of an animal from school premises:

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

**Health Issue:** If a student or staff member has an allergic reaction or other health problem because of the presence of an animal, the animal must be immediately removed from the classroom/workspace of the affected individual and removed from school premises until the situation is resolved.
CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

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

Animals may not be transported to and/or from school on school buses or via any other transportation provided by the school system except as specified in a student’s IEP and approved by the Superintendent.

*The Superintendent shall direct the development, publication and implementation of procedures for the use of trained, certified service animals at school and school-related activities for students whose IEP includes such provisions and/or for specific employees who qualify for such as an ADA accommodation.

REFERENCE(S):

CODE OF ALABAMA
16-8-8

HISTORY:
ADOPTED: JUNE 27, 2011
REVISED: JULY 23, 2013
FORMERLY: GAB
Requests for any Etowah County School System group or organization to make a public appearance on behalf of agencies or entities other than the Etowah County School System shall be directed to the principal for approval.

The parent/guardian shall be notified prior to any such public appearance of the school group on behalf of agencies or entities other than the Etowah County School System. Such notice shall state the place to be visited, the date of the public appearance, the time of departure, and the time of return to the school. Any student making a public appearance shall present a note from his/her parent/guardian giving permission for the student to make the public appearance. All documents needed in case of emergency should be provided before the public appearance and should be in the possession of the Etowah County Board of Education employee in charge of the public appearance.

REFERENCE(S):

CODE OF ALABAMA
16-8-8

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ______
FORMERLY: NEW
Recognizing that educational field trips and trips to various types of contests for instructional purposes help provide desirable learning experiences, the Etowah County Board of Education delegates to the Superintendent the responsibility for development of administrative criteria governing field trips. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non-school time except where the school is engaged in an activity, competition, or contest that requires use of school time.

I. All local and in-state field trips must be approved in advance by the school principal with prior notification given the Superintendent or designee. Notification of such travel must be received by the Superintendent or designee at least seven (7) days prior to the anticipated travel date.

II. All out-of-state and overnight field trips must be approved in advance by the principal, the Superintendent or designee, and the Board. Requests for out-of-state and overnight travel must be submitted to the Superintendent or designee at least thirty (30) days prior to the anticipated travel date.

III. Requests for approval of all field trips must be submitted on field trip request forms. Upon approval of any field trip, the school principal shall be responsible for notifying the Superintendent through the submission of a copy of an approved field trip request form. Such notification shall be made at least seven (7) days in advance of the expected travel date for local and in-state field trips with a thirty (30) day advanced notification required for out-of-state and/or overnight field trips.

IV. Before any trip as noted above is taken, a completed and signed parental permission form shall be secured from each student planning to go on the field trip. Students who have not submitted a signed parental permission form shall not be allowed to take the trip. Students participating in a series of trips, such as football, basketball, etc., may submit one parental permission form to cover all trips associated with the activity.

V. Etowah County School System medication administration procedures and policies shall be followed for students participating in field trips.

VI. Field Trip Transportation Using School System or Common Carriers: In order to reduce the costs of field trips for students, Etowah County School System buses should be used for local field trips when possible. Privately owned buses/common carriers may be used for trips extending beyond the normal school day based on prior approval by the Superintendent. Approval for the use of privately owned buses/common carriers must be secured from the principal prior to
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

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

A. Field trip buses, when available, shall be operated according to terms and conditions that apply specifically to such buses. Reservations must be made through the principal or designee with the teacher/sponsor preparing the field trip request form for approval by the principal.

B. At least one teacher or principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.

C. All field trip bus passengers must be enrolled in school, be an employee of the School System, or be designated as chaperone by the field trip sponsor and approved by the school principal.

D. Mileage and other applicable cost factors (driver, substitute driver, etc.) for each field trip will be computed by the Board based on the current, approved rates with billings submitted to schools on a monthly basis.

E. Only adult drivers with an active school bus driver certificate will be permitted to drive field trip buses with the cost of paying the driver to be borne by the school or class making the trip(s).

F. The field trip sponsor should return the School System-owned bus in a clean condition as determined by the Director of Transportation.

G. Due to energy regulations, allocations, proration, and other financial problems, the Board may cancel trips, increase prices, or curtail the use of buses. Principals will be notified if changes occur.

VII. Field Trip Transportation Using Private Vehicles: The Board approves the use of privately-owned vehicles to transport students participating in field trips, excursions, or interscholastic activities where only a small number of students will be attending or participating in a respective activity. Such approval is based on a recognized need for additional standard, cost effective transportation at certain times to support the School System’s instructional program and extra-curricular activities. Privately-owned vehicles may be utilized to transport a student or student groups to and from such activities provided:
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A. A small number of students will be involved in the respective field trip, excursion, or interscholastic activity. In such instance, the school principal shall have the discretion to utilize a private vehicle(s) with sufficient passenger capacity(ies) not to exceed the number of approved seat belts to transport the student or student group on such trips.

B. Students going on the field trip, excursion, or interscholastic activity present signed parental permission forms noting the use of private vehicles to the field trip sponsor prior to the date of expected travel.

C. Said vehicle is owned and/or operated by a member of the professional staff of the School System or an approved licensed driver.

D. The trip is covered by the Board’s liability insurance or other approved liability insurance.

REFERENCE(S):

CODE OF ALABAMA

16-8-8

HISTORY:

ADOPTED: JULY 23, 2013

REVISED: ______

FORMERLY: NEW
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SCHOOL FUNCTIONS

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

REFERENCE(S): CODE OF ALABAMA

HISTORY: ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: JH
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STUDENT CLUBS AND ORGANIZATIONS

I. All Etowah County School System student clubs and organizations shall be approved by the principal before they can operate within a school.

II. All student clubs and organizations shall comply with the following:

A. All clubs and organizations must clearly establish and adhere to membership criteria that have been approved by the principal.

B. The charter and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.

C. There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation which recklessly or intentionally endangers a student’s mental or physical health or safety.

D. Dues shall be reasonable and not prohibitive.

E. All meetings shall be held on Etowah County Board of Education property, unless waived upon the faculty sponsor’s request and principal’s approval of special meetings and events.

F. An Etowah County School System faculty sponsor/designated employee shall be present at all meetings and functions.

G. All social events shall be adequately chaperoned.

H. All monies accruing to any school club or organization shall be accounted for through the school’s internal accounting system.

I. A student club or organization shall not conduct any activity or act which violates Alabama statutes, Etowah County Board of Education rules, or the regulations of the local school.

III. Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.
CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

IV. Secret societies, social clubs, sororities, fraternities, or any similar organizations are prohibited.

REFERENCE(S):       CODE OF ALABAMA
                      16-1-23, 16-8-8

HISTORY:              ADOPTED: JULY 23, 2013
                      REVISED: ________
                      FORMERLY: NEW
Etowah County School System school principals may approve establishment of a school newspaper, website, or magazine for students.

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

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

REFERENCE(S):

CODE OF ALABAMA
16-8-8

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW
The Etowah County School System shall periodically assess student performance and achievement within each school of the system. The assessment programs must be based upon local goals and objectives that are compatible with the state Courses of Study adopted by the State Board of Education. All schools will participate in the state assessment program designed to measure annual student learning and school performance.

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

Test results shall be treated with confidentiality. Results of student evaluations and test data shall be used solely for the purposes of measuring student performance and for improving the instructional program.

School assessment reports and system accountability reports containing test results for student groups shall be disseminated and/or published as directed by the Alabama State Department of Education.

**REFERENCE(S):**

**CODE OF ALABAMA**

16-8-8,

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT,**

**NO CHILD LEFT BEHIND ACT OF 2001**

**PUBLIC LAW 103-227**

**HISTORY:**

ADOPTED: 2002

REVISED: JULY 23, 2013

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

I. Etowah County School System and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security.

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

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

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

III. The testing coordinator shall oversee the destruction of statewide assessment test materials in a secure manner.

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

REFERENCES:

CODE OF ALABAMA
16-8-8, AAC §290-4-2-.04

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: 
FORMERLY: NEW
The Superintendent shall develop procedures relating to the content and issuance of Etowah County School System student report cards.

A numerical grading scale shall be used on report cards for students in grades 1 – 12. Teachers shall file with the principal the method used to calculate student grades and to report student progress. The report card grading scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59</td>
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</tbody>
</table>

Progress for Kindergarten students shall be evaluated using developmentally appropriate checklists and academic assessment measures aligned with Alabama Course of Study standards for Kindergarten.

**REFERENCE(S):**

<table>
<thead>
<tr>
<th>CODE OF ALABAMA</th>
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<td>16-8-8</td>
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**HISTORY:**

<table>
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<th>ADOPTED: 2002</th>
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<tr>
<td>REVISED: JULY 23, 2013</td>
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<tr>
<td>FORMERLY: JFA, IHA</td>
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</table>

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

I. Credit for all elective courses shall be accepted without validation.

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

   A. Using all available records and nationally standardized tests, if available, the principal or his/her designee shall determine the appropriate placement and then notify the student and the parent/guardian.

   B. Upon agreement by the parent/guardian, the student shall be assigned to the class and/or grade agreed upon.

   C. For any initial core course the student completes successfully in this system, he/she shall be permitted to transfer in that subject area all previous credits earned at a non-accredited or home school. (Example: Successful completion of eleventh grade English in this system would allow the student to transfer ninth and tenth grade English if completed successfully at the non-accredited or home school).

III. Contested credit for core courses shall be transferred as follows:

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

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

All transfer students must pass state-required examinations and meet all other requirements for graduation.
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REFERENCE(S):  
CODE OF ALABAMA
16-8-8, AAC §290-3-1-.05(2) C 7 and 290-3-1-.06 (10) c

HISTORY:  
ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: JBCA, IHG
The Etowah County Board of Education recognizes the importance of the school-community linkage in training individuals for specific occupations; assisting individuals with the transition from school to the world of work; providing an environment for developing proper skills, knowledge, work and safety habits, and pride in achievement. As such, Cooperative Career/Technical Education Programs will be provided to the extent possible to strengthen this linkage. These programs will operate in compliance with general career/technical education policies established by the Board and program standards outlined in current administrative code.

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

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

Criteria for Participation
The following criteria must be met prior to a student’s participation in Cooperative Career/Technical Education Programs:

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

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-37-1, 16-37-4

ALABAMA CAREER TECHNICAL EDUCATION STANDARDS

HISTORY:
ADOPTED: 2010
REVISED: FEBRUARY 8, 2011; JULY 23, 2013
FORMERLY: JT, IDDFB, JTC, IDDF
SAFETY IN CAREER/TECHNICAL CLASSES 4.82

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

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

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

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

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

REFERENCE(S):

CODE OF ALABAMA
16-37-1, AAC § 290-6-1-.04(6)

HISTORY:

ADOPTED: NOVEMBER 8, 2010
REVISED: JULY 23, 2013
FORMERLY: IDDFA, JTB
Etowah County School System teachers in career/technical classes are expected to keep all machines, equipment, tools, and other items needed for effective instruction in good repair. A program of preventive maintenance of machines, tools, and equipment shall be implemented to prolong the use of the items and to teach proper care and maintenance of equipment. A schedule for the cleaning, greasing, and oiling of equipment, the changing of filters, and other routine maintenance shall be developed by the teacher for all equipment, machines, and tools used in the classroom.

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

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

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

To maintain the optimum classroom learning environment, each teacher shall:
1. Make students aware of the importance of the proper care of tools, equipment, furnishings, and materials at school and in the work place.
2. Maintain tools and equipment daily.
3. Maintain an accurate inventory of tools, supplies, and equipment.
4. Notify the principal of safety hazards and/or problems with heating, cooling, lighting, or ventilation that may interfere with learning.
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5. Take appropriate disciplinary actions against persons who abuse facilities and/or equipment.

6. Secure tools, equipment, and work areas before leaving the class, laboratory, or shop area for any time.

REFERENCE(S):

CODE OF ALABAMA
16-37-1, AAC § 290-6-1-.10(1-3) revised

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ________
FORMERLY: NEW
The Etowah County Board of Education recognizes live work as being a valuable tool for students in career/technical programs to assist students in developing workplace competencies as a tool for positive community relations. Live work experiences are authorized by the Etowah County Board of Education in career/technical classes when the following guidelines are followed.

Live work is defined as work performed by students as part of the instructional training program. This work may be performed by students at a job site or at school. All live work projects must be pre-approved by the teacher in writing and coordinated with the school principal. Live work projects are not to be performed in competition with private enterprise. The career/technical education programs assume no responsibility for the results of the work being performed by students. All live work projects must be documented with a signed liability waiver, authorization for work, and schedule of estimated costs for each customer.

The person or organization for which the live work project is performed shall assume all costs of materials, supplies, and parts associated with the work performed by students plus an additional 30%. Live work projects that do not include parts and materials provided by the school will be assessed a reasonable service charge according to a schedule or pricing sheet approved by the administrator. The career/technical teacher is responsible for documenting the live work through a work order, the invoicing of the person/organization for whom the work is performed, and the collection of all charges associated with the live work projects performed by students. Because state laws do not allow a school to extend credit, all charges must be collected at the conclusion of live work projects. Deposits and advance payments should be considered, if appropriate. In exceptional cases, such as the construction of a public building, a reduced charge for the live work project may be used provided the administrator and Superintendent concur in writing and the school recovers all costs expended on the project. Construction projects must be approved by the Superintendent and other public agencies when applicable.

The Etowah County Board of Education, the school, nor school employees shall receive economic benefit from career/technical education live work projects beyond the assessed service/labor charges described above.

**REFERENCE(S):**

**CODE OF ALABAMA**

16-37-1, AAC§290-6-1-.04(5)

**HISTORY:**

ADOPTED: 2002
REVISED: AUGUST 5, 2010; JULY 23, 2013
FORMERLY: JTA

8/1/2013, 2:53 PM
Each Etowah County School System career/technical teacher is responsible for assisting graduates in job placement or entry into post-secondary education. Active files will be maintained in each school of opportunities for employment and graduates who are seeking employment. The principal shall designate school personnel to serve as a placement coordinator to maintain records of student placement and to serve as a liaison with businesses and industry representatives when career/technical teachers are not available.

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

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

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

REFERENCE(S):

CODE OF ALABAMA
16-37-1, AAC 290-6-1-.06(2)

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW
The Etowah County School System federal programs shall operate in compliance with all federal laws and regulations and according to State Department of Education procedures and guidelines. The Etowah County Board of Education ensures that all schools under its jurisdiction receive comparable services from state and local sources. This includes the assignment of personnel and the distribution of curriculum materials and instructional supplies.

Title I services will be offered in schools within the School System that qualify according to state and federal guidelines and legislation. Eligible students are those whom the school identifies as failing or most at risk of failing to meet the state's challenging student performance standards and having greatest academic need for special assistance. The Board requires that the following criteria be met for all qualified Title I programs (Schoolwide or Targeted Assistance) within the School System:

- Improve teaching so that Title I students will meet challenging state content performance standards.
- Implement effective instructional strategies that increase the amount and quality of learning time for at-risk students and that deliver an enriched and accelerated curricula.
- Ensure that school-based planning take place.
- Promote effective parent participation.

**Title I Schoolwide programs** use their funds to upgrade the entire program of the school. Schools are encouraged to use research-based school reform strategies that provide an accelerated and enriched curriculum and increase the amount and quality of learning time. The programs must be integrated with other resources and initiatives. The intent is still to assist disadvantaged children, but this goal will be achieved by upgrading the entire education environment.

**Title I Targeted assistance** programs will target only individually identified students and must use their funds only for programs that provide services for those identified as in greatest need of assistance. However, these targeted assistance programs must meet the same requirements of schoolwide programs such as emphasizing accelerated curricula and extended learning times; coordinating their activities with other school reform activities; and providing adequate professional development for teachers and others serving Title I students.

**Title I Teachers**

Teachers paid from Title I funds are employees of the Board and are subject to the same regulations as other teachers. Salaries for Title I teachers and/or other employees shall follow the Etowah County School System salary schedule and shall comply with all regulations regarding comparability.
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REFERENCE(S):

IMPROVING AMERICA’S SCHOOLS ACT OF 1994
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GAABA
The Superintendent is responsible for appointing a qualified person(s) to provide homebound instruction for eligible students.

Procedures, forms, and regulations for implementing the homebound instruction program of the Etowah County School system shall be developed at the direction of the Superintendent by designated personnel and shall be disseminated to appropriate employees, parents, students, and agencies as needed.

REFERENCE(S):

CODE OF ALABAMA
16-8-8
AAC §290-060-010 (15) (k)

HISTORY:

ADOPTED: JULY 23, 2013
REvised: 
FORMERLY: NEW
REPRODUCTION OF COPYRIGHTED MATERIALS

The following guidelines shall govern the reproduction of copyrighted materials in the Etowah County School System:

1. Board employees may reproduce copyrighted materials under the provisions of the copyright laws currently in force under Title 17 of the United States Code 106.

2. Any reproduction of copyrighted materials will be undertaken either with the written permission of the copyright holder or within the bounds of "Fair Use" guidelines provided in the Copyright Act. Otherwise, the individual responsible for reproduction may be liable for infringing the copyright under existing laws.

3. The ethical and practical problems caused by the unauthorized copying of any copyrighted materials (printed or video) will be taught to educators and students in all schools of the School System.

4. The Board in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code) hereby notifies all employees that a willful infringement of the law may result in disciplinary action. In the case of a court action for damages, a finding of willful infringement would preclude the Board paying any judgment rendered against the employee and paying any attorney's fees or costs which the employee would incur in conjunction with a lawsuit and may render the employee liable to the Board for any damages which the Board is liable to pay.

REFERENCE(S):

   CODE OF ALABAMA
   16-8-8, TITLE 17 US CODE 106

HISTORY:

   ADOPTED: 2002
   REVISED: JULY 23, 2013
   FORMERLY: IFAD
Etowah County School District within thirty (30) days of the beginning of the school year will inform a parent of identification of a student for participation in the limited English proficient program. The notification will include the following information:

1. The reason for the identification of the student as limited English proficient and the need for placement in language instruction.

2. The child’s level of English proficiency and the method used for assessment as well as the status of the child’s academic achievement.

3. The method of instruction to be used in the language program and how the class differs in content, goals and method from the regular English class.

4. The way the program will meet the education needs of the child and build on strengths.

5. The way the program will help their child learn English and meet age appropriate academic achievement standards for grade promotion and graduation.

6. Specific exit requirements from the program and transition back into the regular English class.

7. Services for a child with disabilities to meet objectives of the individualized education program.

8. The right of parents to have their child removed from a special language program.

9. Options parents have for other kinds of service if they decline enrollment in the program for limited English proficient students.

Parents will also be notified within fifteen (15) days if the system fails to make progress on the annual measurement achievement objectives. All information provided will be in a uniform and understandable format and to the extent practical in a language that parents can understand. Parent education and parent involvement programs for families with limited English proficiency shall be implemented in accordance with federal and state statutes and guidelines.

REFERENCE(S): NO CHILD LEFT BEHIND ACT OF 2001, SECTION 112

HISTORY: ADOPTED: 2002
          REVISED: JULY 23, 2013
          FORMERLY: IDCHAA
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PROGRAM FOR GIFTED STUDENTS 4.94

Programs for students identified as gifted shall be implemented in Etowah County Schools according to state guidelines and regulations. The Superintendent shall designate personnel to provide assistance to schools in establishing procedures for identifying potentially gifted and talented students and for implementing appropriate instructional programs of gifted education.

REFERENCE(S):

CODE OF ALABAMA
16-8-9

HISTORY:
ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: IDCHA
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ADMITTANCE/ENROLLMENT REQUIREMENTS 5.10

I. Any student who initially enrolls in the Etowah County School System shall be required to present the following documents:

A. An official birth certificate;

B. Social Security number; (OPTIONAL)

C. Immunization as required for the prevention of those communicable diseases designated by the State Health Officer;

D. Proof of residency (copy of power bill, telephone bill, rent receipt, etc.) of the parent(s), legal custodian(s), and/or legal guardian(s); and,

E. Proof of guardianship or custody when warranted.

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

II. The school principal shall determine grade placement of students from a private or non-public school or from home education based on state regulations and Etowah County Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records.

III. Admission may be denied a resident student who is over seventeen (17) years of age and who has been dismissed from previous schools for violation of the rules of the school with the exception of students who have current IEPs.

IV. When a student facing some type of disciplinary action is withdrawn from school prior to receiving the punishment, said student (and his/her parent/legal guardian) should be informed that prior to admission/readmission to any Etowah County school, the disciplinary action would have to be completed. This includes any suspension, work assignment, or referral to the Superintendent or Board of Education for a hearing.

V. Resident Students

A. The Board defines resident students as students whose parents or legal guardians live within the jurisdiction of the Etowah County School System. All resident students of the
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school system shall be entitled to be admitted, subject to policy limitations and judicial constraints, to the Etowah County Schools.

B. Children of employees of the Etowah County Board of Education shall be allowed admission as resident students as long as their parents remain employed by the Etowah County Board of Education. Children of employees may attend the school in the zone of their residence or in the zone in which their parent is employed.

VI. Non-Resident or Out-of-Zone Students
A. Students who do not reside with the jurisdiction of the Etowah County School System or within the attendance zone of a particular school may be admitted to a school with the approval of the Superintendent/designee. Admission/enrollment of non-resident or out-of-zone students must be based on fair and objective criteria approved by the Superintendent or designee and when space is available.

B. To request admission as a non-resident student or to transfer to a school for which a student is not zoned, a request form must be completed and approved by the Superintendent. Once admitted, the student has the same rights of attendance/participation as students residing within the school attendance zone unless prohibited by athletic eligibility requirements of the Alabama High School Athletics Association.

C. Upon completion of the school year during which the non-resident or out-of-zone student was admitted, permission to continue enrollment for the next school year must be requested by submitting the required form and any other requested documentation. The request to continue enrollment will be considered and evaluated by the receiving school’s principal, using fair and objective criteria and considering space available. The request requires approval of the Superintendent.

D. If false information is provided by the student, parent, or guardian in order to secure enrollment of a non-resident or out-of-zone student, the principal may immediately withdraw the student upon discovery of the false information.

VII. All homeless, migratory, immigrant, and limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized.
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Students who live in the attendance areas of Etowah County School System and who are homeless, migratory, immigrant and/or limited English proficient shall not be prohibited from school attendance due to any of the following:

E. Residency requirements
F. Lack of social security number
G. Lack of birth certificate
H. Lack of school records or transcripts
I. Lack of immunizations
J. Legal custody requirements
K. Transportation
L. Language barriers
M. Disabilities

VIII. If a student desiring enrollment is identified as a homeless student, according to the definition as described in Title VII B of the McKinney-Vento Homeless Assistance Act, the homeless student shall be enrolled, eligible for free meals, and transportation needs will be determined. Enrollment of a homeless student shall not be denied or delayed due to any reason related to their homelessness.

IX. The options for the placement of homeless students are (1) continued enrollment in the school attended prior to homelessness; or, (2) enrollment in any school that non-homeless students who live in the attendance area where the homeless student is presently living are eligible to attend. The placement decision shall be made according to the best interest of the homeless student. Factors to be considered include family plans, educational services available, special programs, transportation, and length of stay in shelter facility. To the extent feasible, school administrators shall comply with any placement request made by a parent or guardian. A homeless student enrolled pursuant to these provisions shall not be denied services offered to other students in the school system.

X. Resolution of Disputes: Enrollment of a homeless student shall not be denied pending resolution of a dispute. Any dispute concerning the Etowah County Schools providing a public education to a homeless individual, who may be eligible or designated as a homeless student, shall follow the following procedure:

A. Upon receipt of a written complaint regarding eligibility, placement, or transportation, the parent or guardian shall be given notice of their right to review. The Homeless Liaison shall be notified of the dispute by the Director of Attendance and/or the Transportation Department. A resolution of the dispute will be facilitated by the Homeless Liaison in accordance with McKinney-Vento Act requirements as expeditiously as possible, but no later than five (5) school days. A written explanation of the decision shall be provided to the
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parent, guardian or unaccompanied youth by the Homeless Liaison, including a statement regarding the right to appeal to the Superintendent or Superintendent’s designee. In the event the dispute cannot be resolved at the school system level, the parent, guardian, or unaccompanied youth may request a review of the dispute by an Assistant State Superintendent or other designee of the State Superintendent at the Alabama Department of Education. The Assistant State Superintendent, or other designee, will address the issues in the dispute within ten (10) days from the receipt of a written request for resolution.

B. The Assistant State Superintendent, or other designee, may, if the issue is not resolved in the written review, assign members of the Alabama Department of Education to make an on-site visit to further clarify and resolve the issue. All complaints must be resolved within 60 days unless given written explanation.

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

REFERENCE(S):

CODE OF ALABAMA
16-28-4, 16-30-1 TO -4

NO CHILD LEFT BEHIND ACT OF 2001,
TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT OF 2001

HISTORY:

ADOPTED: 2002

REVISED: MARCH 6, 2003; SEPTEMBER 8, 2011; MAY 3, 2011; JULY 23, 2013
FORMERLY: JBC, JBBAB, JBAA
STUDENT RIGHTS AND RESPONSIBILITIES

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

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

REFERENCE(S):

CODE OF ALABAMA
16-28A-3
TITLE IX, SECTION 504, OF THE REHABILITATION ACT

HISTORY:

2002

ADOPTED:

REVISED: JULY 23, 2013
GRADUATION REQUIREMENTS

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

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

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-26-1, AAC §290-030-010-.06(11)(k)1

HISTORY:

ADOPTED: 2002
FORMERLY: IHF, JFB, IHFA, JFBBB, IHFAA
The Etowah County School System shall offer students who exhibit proficiency beyond the level required for all students for an individual course the opportunity to pursue Credit Advancement as an alternative to the traditional Carnegie Unit approach to course completion. Credit Advancement shall be offered according to State Department of Education guidelines.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-26-1, AAC §290-030-010-.06(11)(k)1

HISTORY:

ADOPTED: AUGUST 5, 2014
Class rankings shall be determined by and in accordance with a standard procedure developed by the Superintendent and appropriate school personnel.

All English, math, social studies, and science courses (regardless of whether the course was taken for elective or required credit) used to fulfill graduation requirements earned in grades 7* - 12 shall be used to compute the overall numeric grade average and class rank for Etowah County students.

In calculating course grade averages, weighted grades (additional points added to the final grading period average) shall be awarded for successful completion of courses as follows:

- AP courses, 10 points
- College level/dual enrollment courses, 10 points
- Pre-AP courses, 5 points
- Honors/advanced courses, 5 points
- English, math, social studies, and science courses beyond those required, 5 points

Transfer students may be awarded weighted points on a transcript grade when the receiving Etowah County high school offers the same course.

No course grade may earn "double" weighted points.

*only pre-approved courses taken in grades 7 and 8 for credit toward graduation shall be included when determining class rank.

REFERENCE(S):

CODE OF ALABAMA

16-8-8

HISTORY:

ADOPTED: 2002
FORMERLY: IHC, JFBA
The following criteria shall determine valedictorians and salutatorians in Etowah County high schools:

1. To be designated valedictorian or salutatorian at an Etowah County high school, a student must be enrolled in the school for the entire senior year. Beginning with the 9th grade class entering Etowah County high schools in 2013-2014, students must be enrolled in the school for the entire junior and senior years to be candidates for valedictorian or salutatorian. Students who transfer into an Etowah County high school due to a bona fide move during the junior year or the first semester of the senior year, who meet all other academic criteria, and whose numerical grade average is the same as that of the non-transferring student selected as valedictorian or salutatorian shall be identified as co-valedictorian or co-salutatorian.

2. Senior students pursuing the highest available diploma endorsement shall be eligible for consideration for valedictorian and salutatorian.

3. Determinations of honor graduates shall be made at the end of the third nine weeks grading period of the senior year.

4. When calculating overall numeric grade averages for the determination of honor graduates, any weighted points shall be added to the final course grade for designated courses and to the third nine weeks grades for designated second term senior students. (See Policy 5.22 Class Rankings and Weighted Credit.)

5. Courses to be used for calculating honor graduates are academic core courses (required or elective; via distance education ACCESS and/or dual enrollment) taken during the regular academic school year. Courses taken in night school, summer school, in the CITY program, correspondence courses, or other non-traditional program courses shall not be used. Course grades earned by a student spending more than six (6) weeks in the SEE Program or Alternative School will be considered non-traditional and, therefore, not used in calculating grade averages for honor graduate status.

6. Calculation of numeric grade averages using the designated courses of eligible students shall be computed to the fifth decimal place. The student with the highest numeric average shall be designated valedictorian; the student with the second highest numeric average will be designated salutatorian. In the case of a tie, co-valedictorians and/or co-salutatorians shall be designated.

The following criteria shall determine honor graduates in Etowah County high schools:

Students receiving any diploma with an average of 95.00 and above shall be designated as graduating with highest honor. Students with an average of 90.00 to 94.99 shall be designated as graduating
with honor.

REFERENCE(S):

CODE OF ALABAMA 16-8-8

HISTORY:

ADOPTED: 2002
FORMERLY: IHC, JFBA
All students must comply with the Etowah County School System attendance policy to be promoted to the next grade. No student will be recommended for retention unless their case has been presented to the school problem solving team (PST). Promotion or retention decisions for students who transfer after the beginning of the final quarter of the school year will be made on a case-by-case basis.

**Grades K-6**

To be promoted to the next grade, a student in grades K through six (6) should be proficient in language arts/reading and mathematics to grade level standards (receiving passing grades on the latest report card or scoring at the proficient level on latest required standardized test). The process of making decisions as to promotion and retention of students in grades K through six (6) should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal, except that a kindergarten student may be retained only upon approval/agreement of the student’s parent(s) or guardian(s).

If a student needs to be retained based on the teacher’s professional judgment of the student’s academic performance and/or other factors, the parent(s) or guardian(s) of that student would be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development.

**Grades 7-8**

Students enrolled in grades seven (7) through eight (8) must pass language arts/reading and math plus one additional core course each year in order to be promoted to the next higher grade. Students who do not pass required core courses each year will be retained at their current grade level for the next school year unless they successfully meet the requirements in an approved summer school program.

**Placement**

If a student is retained twice in any grade or is more than two years older than typical for the current grade level placement, he/she may be placed in the next higher grade level upon principal or teacher recommendation(s) and the approval of the Superintendent or designee.

**Grades 9-12**

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

- **Tenth Grade** – students who have earned seven (7) credits will be classified as tenth graders.
- **Eleventh Grade** - students who have earned fourteen (14) credits will be classified as eleventh graders.
- **Twelfth Grade** – students who have earned twenty (20) credits will be classified as twelfth graders.
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Special Education Students
Promotion of any student in a special education program, with the exception of gifted students, must be based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; i.e., for a special education student to be placed at the sixth (6th) grade level, he/she must have been enrolled in school for at least five (5) years.

REFERENCE(S):

CODE OF ALABAMA
16-8-35

HISTORY:
ADOPTED: JULY 23, 2013
REVISED: AUGUST 5, 2014
FORMERLY: NEW
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STUDENT HARASSMENT PREVENTION (ANTI-BULLYING) 5.28

I. No student shall engaged in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Etowah County Board of Education in this policy. Students who violate this policy are subject to disciplinary sanctions.

II. Definitions

A. The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the characteristics set forth in Section III B below. To constitute harassment, a pattern of behavior may do any of the following:

• Place a student in reasonable fear of harm to his or her person or damage to his or her property.

• Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.

• Have the effect of substantially disrupting or interfering with the orderly operation of the school.

• Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.

• Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

B. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

C. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
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D. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

E. The term “student” as used in this policy means a student who is enrolled in the Etowah County School System.

III. Description of Behavior Expected of Students

A. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

B. Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
   • The student’s race;
   • The student’s sex;
   • The student’s religion;
   • The student’s national origin; or
   • The student’s disability.

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

V. Reporting, Investigation, and Complaint Resolution Procedures

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

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

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

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

VI. This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Etowah County School System web site.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, LEGISLATIVE ACT 2009-571

HISTORY:

ADOPTED: JUNE 24, 2010
REVISED: JULY 23, 2013
FORMERLY: JCB
The Board recognizes that observance of applicable substantive due process entails two basic considerations: (1) any objective sought relative to student governance must be legally defensible, e.g., based upon a rational or compelling state interest; and (2) the means taken to accomplish such objective must be within the constitutional limitations applicable to the in loco parentis position of school officials within the school system. To assure compliance with these two substantive aspects, the Board has approved the following guidelines as applicable to all policies, rules, and regulations.

1. Each local school policy, rule, or regulation shall specify its purpose as it relates to accomplishment of a legally defensible objective.

2. Each local regulation shall be based on a Board policy.

3. All policies, rules, and regulations at any level shall be consistent with local, county, or city ordinances, statutes of the State of Alabama, and administrative regulations of duly authorized agencies; e.g. State Board or State Department of Education.

4. Both policies of the Board and regulations designated by local school administrators shall be specific and precise.

5. No Board policies or local school codes of conduct shall deny any student his/her constitutional rights.

6. Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the in loco parentis position of school officials.

7. Authority exercised by administrators, teachers or school officials, shall be capable of withstanding close judicial scrutiny and be free from arbitrary, capricious, discriminatory, or otherwise illegal practices.

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

The degree of procedural due process afforded in each of the above situations shall be dependent upon: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.
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Before being punished for violation of Board policies or school regulations, a student shall have the right of the following minimum due process procedures:

1. The student shall be given oral or written notice of the charges against him;

2. The evidence against the student shall be explained to him; and

3. The student shall be given an opportunity to present his own version of the facts concerning the charges.

When a student is facing possible long-term suspension (more than 10 days) or expulsion, the Board shall afford the student the following:

1. The right to an administrative hearing;

2. The right to be represented by an attorney and to present evidence on his/her behalf;

3. The opportunity to question witnesses;

4. A written record at the hearing and a written record of the decision; and,

5. The right of appeal to the Etowah County Board of Education.

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

REFERENCE(S):

CODE OF ALABAMA
16-28A-1, 16-28A-3

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ________
FORMERLY: NEW
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STUDENT CONDUCT AND SUPERVISION

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

I. The principal or the principal’s designated representative shall ensure that students are properly supervised while at school and during any school-sponsored activity.

II. The teacher, other members of the instructional staff, bus driver, or other assigned supervisory staff shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal’s designated representative and shall keep good order in the classroom or other places where in charge of students.

III. The Etowah County Board of Education’s authority and responsibility do not extend to students while they are being transported by private vehicles not affiliated with a school-sponsored activity or on school property.

IV. The Code of Student Conduct and any revisions shall be approved and adopted by the Etowah County Board of Education. The Code of Student Conduct shall:

A. Be developed with input from Etowah County Board of Education members, appropriate grade level teachers, school personnel, school administrators, students, and parents.

B. State grounds for disciplinary action procedures and the rights of students.

C. Be distributed to all Etowah County School System teachers, school personnel, students, and students’ parent(s)/legal guardian(s) at the beginning of each school year or upon enrollment.

D. Be filed in the Superintendent’s office and in the office of the school principal.

V. The Code of Student Conduct shall be discussed with students, parents and teachers at the beginning of each year. The principal shall use the Code of Student Conduct to familiarize students with Etowah County Board of Education rules relating to students’ rights, responsibilities, and conduct at the beginning of each school year and whenever he or she deems it necessary.
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REFERENCE(S):

CODE OF ALABAMA
16-1-14, 16-1-24.1, 16-6B-5, 16-28-2, 16-28-12, 16-28A-3

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: JA, JCD
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CORPORAL PUNISHMENT

5.30.1

Each teacher is held responsible for the discipline within his/her room or class. The Etowah County Board of Education permits the use of corporal punishment (paddling) as a last resort and under the following conditions:

I. The student has been notified of the offense for which he/she is to receive corporal punishment, and the student has been given an opportunity to explain his/her actions;

II. The student’s parent/guardian has not denied permission for corporal punishment in writing on an annual school disclaimer/notification form or otherwise in writing to the school;

III. The punishment is administered by a teacher, a school administrator or his/her designee and witnessed by a certified school employee;

IV. The punishment is administered out of view of any other students;

V. The use of corporal punishment shall at all times be reasonable and proper and must not be severe enough to cause bodily injury to the student;

VI. All cases of corporal punishment shall be documented by both the person administering the punishment and the witness;

VII. Documentation shall be filed in the school office;

VIII. Parents/guardians shall be notified that their child has received corporal punishment; and;

IX. Corporal punishment shall consist of no more than three (3) licks administered to the buttocks with a smooth surface paddle free of holes and/or cracks.

Discipline of a student with disabilities shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and the student’s IEP.

REFERENCE(S):

CODE OF ALABAMA

16-1-14

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: JDA

ETOWAH COUNTY 5.30.1
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PHYSICAL RESTRAINT AND SECLUSION 5.30.2

A. Policy Purpose

1. The Etowah County School System acknowledges that maintaining a school environment conducive to school learning requires that the environment be orderly and safe. Accordingly, physical restraint of a student may sometimes be necessary in order to protect the student or other individuals.

2. The purpose of this policy is to ensure that physical restraint is administered only when needed to protect a student and/or member of the school community from imminent, serious physical harm, and to prevent or minimize any harm to a student as a result of the use of physical restraint.

3. The Etowah County School System places an emphasis under this policy on the prevention and de-escalation of inappropriate behavior, which reduces the risk of injury to students and staff, as well as the care, safety, and welfare of our students.

B. Definitions

1. Physical restraint is direct physical contact from an adult that prevents or significantly restricts a student’s movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to a student in order to promote safety or to prevent self-injurious behavior; providing physical guidance or prompting to a student when teaching a skill; redirecting attention; providing guidance to a location; providing comfort; or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person’s property.

2. Chemical restraint is any medication that is used to control violent physical behavior or to restrict the student’s freedom of movement that is not a prescribed treatment for a medical or psychiatric condition of the student.

3. Mechanical restraint is the use of any device or material attached to or adjacent to a student’s body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. The term also does not
include seatbelts and other safety equipment when used to secure students during transportation.

4. **Seclusion** is a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. Seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined herein; in-school suspension; detention; or a student-requested break in a different location in the room or in a separate room.

5. **Time-out** is a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used and is not seclusion when:

   (a) The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.

   (b) The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.

   (c) The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.

   (d) The time-out space is free of objects that unreasonably expose the student or others to harm.

C. **Prohibitions**

1. The use of physical restraint is prohibited in the Etowah County School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques. Physical restraint is prohibited when used as a form of discipline or punishment.

2. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress during the restraint. Any method of physical restraint in which physical pressure is applied to the student’s body that restricts the flow of air into the student’s lungs is prohibited in the Etowah County School System and its educational programs.
3. The use of chemical restraint is prohibited in the Etowah County School System and its educational programs.

4. The use of mechanical restraint is prohibited in the Etowah County School System and its educational programs.

5. The use of seclusion is prohibited in the Etowah County School System and its educational programs.

D. Requirements

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

2. Each local school’s principal or his/her designee and each educational program that utilize physical restraint will maintain written or electronic documentation on training provided at the local school regarding physical restraint and the list of participants in each training session. Records of such training will be made available to the Alabama Department of Education or any member of the public upon request.

3. Each local school’s principal or his/her designee and each educational program that utilize physical restraint is responsible for generating and maintaining incident and debriefing reports of the use of restraint as well as reports of any prohibited use of seclusion and chemical, mechanical, or physical restraint at the local school and for gathering/reporting data to the Etowah County Board of Education and to the Alabama Department of Education annually. The use of physical restraint will be monitored by each local school’s principal or his/her designee or program’s coordinator on an ongoing basis to ensure fidelity of implementation. Follow-up training will be provided following any situations in which procedures are not being followed.

4. Each local school’s principal or his/her designee and each educational program that utilize physical restraint shall ensure that following an incident of restraint or seclusion of an student, all school personnel involved in the incident and appropriate administrative staff participate in a debriefing session for the purpose of planning to
prevent or reduce the reoccurrence of the use of restraint. A student’s parent or legal guardian will be provided notification of this debriefing session and afforded the opportunity to attend or to request that the debriefing session be rescheduled. The debriefing session shall occur no later than five school days following the imposition of physical restraint or seclusion, unless the debriefing session is delayed, at the request of a student’s parent or legal guardian, so that the parent or legal guardian may attend.

5. Each local school’s principal or his/her designee and each educational program that utilize physical restraint will provide written notification to a student’s parent or legal guardian when physical restraint is used on a student within a reasonable time following the restraint not to exceed one school day from the use of restraint.

6. Each local school’s principal or his/her designee and each educational program will provide written notification to a student’s parent or legal guardian when their child is removed from his/her school or program setting by emergency, medical, or law enforcement personnel within a reasonable time following the removal not to exceed one school day from the removal.

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

As a part of the policies and procedures of the Etowah County School System, the use of physical restraint is prohibited in the Etowah County School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the Etowah County School System and its educational programs.

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

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

E. **Clarifications**

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

2. Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, §16-28-12.

3. Nothing in this policy shall be construed to prohibit the School System’s or school personnel’s right to take reasonable action to diffuse or break up a student fight or altercation.

4. Nothing in this policy shall be construed to prohibit the School System or school personnel from taking reasonable action to obtain possession of a weapon or other dangerous objects on a student or within the control of a student.

5. Nothing in this policy shall be construed to eliminate or restrict the ability of school personnel to use his or her discretion in the use of physical restraint as provided in this policy to protect students or others from imminent harm or bodily injury.

6. Nothing in this policy shall be construed to create a criminal offense or a private cause of action against any local board of education or program or its agents or employees.

7. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel or to interfere with the rights the School System or school personnel from seeking assistance from law enforcement and/or emergency medical personnel.

**REFERENCE(S):**

**CODE OF ALABAMA**

16-28-12, 16-1-14, AAC§290-3-1-.02(1)(F)

**HISTORY:**

ADOPTED: JULY 23, 2013

REVISED: ______

FORMERLY: NEW
I. Search of Property

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

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

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

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

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

- Any weapons;
- Drugs of any sort;
- Alcoholic beverages;
- Pornographic or otherwise obscene material; or
- Any other object, controlled substance or material which would be a violation or evidence of a violation of federal or state law, of Board policy, or of the local school’s fair and reasonable regulations.

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

II. Search of a Student’s Person

The Board authorizes teachers and administrative personnel who have reasonable belief that a student(s) is in possession of weapons, illegal drugs or other items harmful to the student or students or to the welfare of the student body to search the person of said student(s) under the following conditions:

• Any such action shall not be taken unless there is a reasonable belief of violation of law or policy which can be substantiated if necessary;

• Any such action shall not be deliberately intended to embarrass, harass, or intimidate the student(s);

• Parents/Guardians shall be notified, in writing, of all such searches of a student’s person. A copy of said notice shall be retained by the principal.

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

Any search of a student’s person shall be done privately by a teacher or administrator of the same sex as the student to be searched. At least one witness who is an administrator or teacher, also of the same sex as said student, shall be present throughout the search. A record of the search shall be made. One copy shall be filed in the principal’s office. One copy shall be sent to the Superintendent of Education. Students shall be given a receipt for all items impounded.

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

III. Detection of Illegal Drugs

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

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

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

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

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-1-14, AAC §290-3-1-.06

HISTORY:

ADOPTED: OCTOBER 11, 2007
REVISED: JULY 23, 2013
FORMERLY: JCAB, JCAC, JCA
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INTERROGATIONS AND SEARCHES

I. Search of Property

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

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

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

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

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

- Any weapons;
- Drugs of any sort;
- Alcoholic beverages;
- Pornographic or otherwise obscene material; or
- Any other object, controlled substance or material which would be a violation or evidence of a violation of federal or state law, of Board policy, or of the local school’s fair and reasonable regulations.

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

The content of this policy shall be communicated to all students and staff at the beginning of each year.
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II. Search of a Student’s Person

The Board authorizes teachers and administrative personnel who have reasonable belief that a student(s) is in possession of weapons, illegal drugs or other items harmful to the student or students or to the welfare of the student body to search the person of said student(s) under the following conditions:

• Any such action shall not be taken unless there is a reasonable belief of violation of law or policy which can be substantiated if necessary;

• Any such action shall not be deliberately intended to embarrass, harass, or intimidate the student(s);

• Parents/Guardians shall be notified, in writing, of all such searches of a student’s person. A copy of said notice shall be retained by the principal.

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

Any search of a student’s person shall be done privately by a teacher or administrator of the same sex as the student to be searched. At least one witness who is an administrator or teacher, also of the same sex as said student, shall be present throughout the search. A record of the search shall be made. One copy shall be filed in the principal’s office. One copy shall be sent to the Superintendent of Education. Students shall be given a receipt for all items impounded.

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

III. Detection of Illegal Drugs

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

IV. Interrogation

A student enrolled in the Etowah County School System shall not be interrogated by any non-school authority without the knowledge of the school principal or the assistant principal. When law enforcement officers make it known that they wish to talk to a student while under the supervision of the school, the student will be informed by the principal or assistant principal that the student has three choices:
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- He/she may converse by telephone with his/her parent/guardian.
- He/she may decline to talk to the officers until his/her parent/guardian is present.
- He/she may talk with the officers either in or outside the presence of a school official.

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

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-1-14, AAC §290-3-1-.06

HISTORY:

ADOPTED: OCTOBER 11, 2007
REVISED: ________
FORMERLY: JCAB, JCAC, JCA
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USE OF VIDEO SURVEILLANCE EQUIPMENT

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

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

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

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

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-1-24.1

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW
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USE OF METAL DETECTORS

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

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

1. All metal detector searches shall be conducted by school board employees only.

2. Any information obtained through the use of metal detectors will be used only for school disciplinary or law enforcement purposes.

3. The metal detectors will be used by authorized personnel at any time there is reasonable suspicion that the student being searched has violated or is violating a particular disciplinary rule or public law relating to the possession of weapons. Any search of a student’s person as a result of activation of the detector will be conducted in accordance with the Board’s policy on student searches (Policy 5.31).

REFERENCE(S):

CODE OF ALABAMA
16-1-24.1

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW
To provide and maintain a safe and secure environment for students, staff, and visitors, the Etowah County Board of Education supports the requirement of the Alabama Administrative Code, §290-030-010-.06, to permit law enforcement agencies to make periodic, unannounced visits to any school within the school system. Such visits shall be for the purpose of detecting the presence of illegal drugs or warrants. Such visits shall be unannounced except to the superintendent of schools and principals of the individual schools that are subject to the visitation.

In accordance with the Code of Alabama, §16-1-24.1, the possession of illegal drugs, alcohol, or weapons will result in immediate suspension from school and possible criminal charges being brought against the student(s).
In order to maintain drug-free schools and deal with problems associated with drug use and drug trafficking, the Etowah County Board of Education allows law enforcement officials to make periodic, unannounced visits to any public school in the school system to detect the presence of illegal drugs or weapons. The superintendent and the principal shall be given prior notice.

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

1. Although reasonable cause is not necessary under law in using dogs to sniff unoccupied automobiles, buses, and lockers, principals will use reasonable care in the search process.

2. Only the principal or designee with approval from the superintendent or designee shall implement the use of drug-sniffing dogs in schools.

3. In the search for drugs, drug-sniffing dogs will be handled by trained dog-handlers under the supervision of the principal or designee and an appropriate law enforcement official.

4. Dogs will not be allowed to sniff students or employees.

5. Dogs will not be brought into the school while large numbers of students are occupying the halls or other gathering places such as lobbies, buses, cafeterias, restrooms, and auditoriums.

**REFERENCE(S):**

**CODE OF ALABAMA**

16-1-14

**HISTORY:**

**ADOPTED: JULY 23, 2013**

**REVISED:_____**

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

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

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

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

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

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

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

Any person who violates the provisions of this policy may be arrested on the appropriate warrant signed by the principal or appropriate school authority.
CHAPTER 5.00 – STUDENTS

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

REFERENCE(S):

CODE OF ALABAMA
16-1-24.3, 16-28-6, 16-28-40
LEGISLATIVE ACTS 94-820 and 94-817

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _____
FORMERLY: Code of Conduct
CHAPTER 5.00 – STUDENTS

EXPULSION 5.33

The Etowah County Board of Education has the authority to expel a student from school if an offense is serious enough to warrant such action. If a student is suspended and recommended for expulsion, the local school principal shall:

1. Notify, in writing, with a copy to the Superintendent, the student and parent/legal guardian of the action taken and the additional disciplinary action recommended and the cause or causes for such action and recommendation.

2. Furnish within three (3) week days to the student written notice of the due process hearing at the Central Office. The notice shall contain:
   a. Date, time and place of hearing;
   b. A statement of facts alleged against the student and proposed disciplinary action;
   c. The student’s right to be represented by an advocate of his/her choice, including legal counsel; and
   d. The student’s right to present evidence, call witnesses and cross-examine adverse witnesses.

3. Prior to expulsion, the Board will consider whether the affected student is an appropriate candidate for assignment to the Board’s Alternative Education Program.

The Superintendent may extend the suspension of the student pending the decision of the Board to expel said student. Before making the decision to extend such suspension, a brief but adequate opportunity shall be provided for the student to explain or present his/her side of the situation to the Superintendent. If the Board does not render a decision within a reasonable time, the student shall be readmitted to school until such time as the Board reaches a decision.

The Board hearing relative to expulsion, as well as preliminary steps concerning said hearing, shall fully comply with the applicable due process criteria.

The Superintendent shall notify, in writing, the parent or legal guardian of action taken by the Board.

Provisions for the expulsion of exceptional education students shall be described and set forth in the Code of Student Conduct. However, the dismissal of an exceptional education student shall not result in a complete cessation of educational services. The Etowah County School System is responsible for providing the dismissed student’s education during the expulsion in accordance with a revised individual education plan (IEP).
CHAPTER 5.00 – STUDENTS

REFERENCE(S):

CODE OF ALABAMA
16-1-14

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: JCAA
CHAPTER 5.00 – STUDENTS

STUDENT GRIEVANCES

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

I. Definitions

A. Complaint shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. Complaint shall not apply to any matter in which the method of review is prescribed by law. Complaints are objections to a specific act or condition.

B. Complainant shall mean any student or group of students, directly affected by the alleged misinterpretation or violation, filing a complaint.

C. Faculty/Staff and Administration shall mean the employees of the Etowah County Board of Education or representatives under the direct supervision of an employee of the school board.

D. Day shall mean a school/academic day.

II. Time Limits – The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

III. Released Time – The complaint procedure will normally be carried out during non-instructional time. If, however, the Board elects to carry out provisions during instructional time, the complainant shall not lose academic credit.

IV. Complaint Procedure

A. Informal Discussion – If a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her principal or the designee of the principal (except in cases of discrimination or harassment involving the principal or the designee), in which case the complainant shall report to the Equity Coordinator or other person designated by the Superintendent within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.
CHAPTER 5.00 – STUDENTS

B. Level One – If the complainant is not satisfied with the informal resolution he/she may, within five (5) days, file a formal complaint in writing and deliver it to his/her principal or designee. The principal or designee shall communicate his/her answer in writing to the complainant within five (5) days of receiving the written complaint. Class complaints involving more than one (1) principal or designee and complaints involving an administrator above the building level may be filed by the complainant at level two.

C. Level Two – If the complainant is not satisfied with the resolution at level one, he/she may, within five (5) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within five (5) days.

D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent’s decision to the Etowah County Board of Education, provided request for placement on Board agenda is filed within five (5) days.

V. Confidentiality will be provided to the extent possible to any student or affected party who alleges discrimination or harassment.

REFERENCE(S):

CODE OF ALABAMA
16-1-30, 16-12-3(c)

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW
CHAPTER 5.00 – STUDENTS

STUDENT CHECK-OUT

5.34

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

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

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-28-12 TO -28

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: JBD
CHAPTER 5.00 - STUDENTS

STUDENT ATTENDANCE AND ABSENCES

Alabama law requires all children between the ages of six (6) and seventeen (17) to attend school. The law further provides that a parent, guardian, or other person having control or charge of a school-age child is responsible for that child’s regular attendance and proper conduct. Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the Board. Parents failing to enroll students and ensuring their proper behavior and attendance are subject to fines and imprisonment under state law.

Excused/Unexcused Absences
If any child fails to attend school without a legal excuse for more than five (5) days, that child and the person having custody of that child, shall be referred to Early Warning. The child and the person having custody of that child will be referred to juvenile court if the problem is not resolved in Early Warning. Absences are excused for the following reasons:

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

Schoolwork missed due to excused absences may be made up, and a grade shall be awarded. Students shall have three (3) days for each day of excused absence to complete and return make-up work. It is the responsibility of the student to request and return make-up work.

Early Warning Program
The Early Warning Program has been adopted by the Etowah County School System for dealing with students who are truant. Students having unexcused tardies or absences shall be referred to the Early Warning Program in accordance with its established guidelines. Additional information about the Early Warning Program is provided in Policy 5.43 Truancy.

REFERENCE(S):

CODE OF ALABAMA
16-28-2.2, 16-28-12 TO -15, LEGISLATIVE ACT 2009-564

HISTORY:
ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: AD, JBA, JBBAC

8/1/2013, 3:44 PM
Every student residing in the area served by the Etowah County School System between the ages of six (6) and seventeen (17) years shall be required to attend a state-approved school for the entire length of the school term in every scholastic year. Students of school age not known to be enrolled in school shall be reported to proper authorities. An accurate record of attendance for each student shall be maintained by the classroom or homeroom teacher or other designated person.

REFERENCE(S):

CODE OF ALABAMA
16-28-2.2, 16-28-12, 16-28-3, 16-28-4

HISTORY:

ADOPTE D: 2002
REVISED: JULY 23, 2013
FORMERLY: JBB
CHAPTER 5.00 – STUDENTS

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

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

The Etowah County Board of Education will verify the enrollment status of a student upon request.

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

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

REFERENCE(S):

CODE OF ALABAMA
16-28-40 to -45, LEGISLATIVE ACTS 93-368 AND 94-820

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ________
FORMERLY: NEW
A parent, guardian or other person having charge of any child officially enrolled in Alabama public schools shall explain in writing the cause of any and every absence of the child no later than three (3) school days following the child’s return to school. Failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based on the current State Department of Education attendance manual.

State law requires parent/guardians who enroll a student in school to be responsible for the child’s regular attendance and proper conduct. The Etowah County Board of Education, in cooperation with the Etowah County District Attorney’s Office and the Etowah County Juvenile Probation Office, adheres to procedures published annually in the Code of Student Conduct to reduce truancy and to promote school attendance. In addition, the Etowah County School System actively participates in the Early Warning Program.

The Early Warning Program consists of the following:

- Notification sent to parents/guardians concerning student absences and/or misconduct
- Student and parent/guardian conferences with an administrator and/or counselor when warranted
- Referral to Early Warning for a Juvenile Court Officer and/or District Attorney to discuss with parents/guardians and the student the importance of appropriate conduct and school attendance
- In-school conferences with a court representative, parents/guardians, administrator, counselor, student and other(s) as identified by the principal
- Issuance of CHINS (Child in Need of Supervision) petition and/or warrant for the parents/guardians

A student receives a referral to the Early Warning Program under these conditions:

- Upon five (5) unexcused absences (No note was received or the absence was unexcused.)
- Upon exceeding ten (10) absences with parent excuses for grades K-8 (The parents/guardians have sent a written explanation of the absence; notes were not provided by a physician, law enforcement, or court official.)
- Upon exceeding five (5) absences with parent excuses for grades 9-12 (The parents/guardians have sent a written explanation of the absence; notes were not provided by a physician, law enforcement, or court official.)

Excessive absences as described in the Etowah County Code of Student Conduct may result in a loss of academic credit and/or retention for the succeeding school year.
CHAPTER 5.00 - STUDENTS

REFERENCE(S):

CODE OF ALABAMA
16-28-14, 16-28-15, 16-28-17

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: JBA, JBE
It shall be the policy of the Etowah County Board of Education that the school principal or authorized official of the school shall automatically suspend any student found in possession of, or in the act of using:

- Alcohol, marijuana; or
- Drugs or controlled substances (e.g., stimulants, depressants, hallucinogens, or opiates) for which the student has no prescription from a duly recognized physician.

The appropriate law enforcement agency must also be notified. Also, the school principal or authorized official of the school shall automatically suspend any student who is caught selling alcohol and/or harmful drugs to others.

The above policies apply when the act(s) take place at school, on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours. Recommendation of expulsion may be made if the situation seems to be sufficiently grave.

The principal shall immediately notify the parent/guardian of the student by telephone. If the parent/guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four hours. Care shall be given to afford due process to all students.

Persons, firms, corporations, or associations who knowingly sell, give, or otherwise dispense any alcoholic beverage to a school student under the age of eighteen (18) years or who have sold alcoholic beverages on school premises shall be liable for prosecution according to state law.

**REFERENCE(s):**

**CODE OF ALABAMA**

16-1-2, 16-1-10, 16-1-14

**HISTORY:**

ADOPTED: JULY 23, 2013

REVISED: _______

FORMERLY: CODE OF CONDUCT
CHAPTER 5.00 – STUDENTS

STUDENT INJURY 5.60

The Etowah County Board of Education instructs the school principal to make a written report to the Superintendent concerning every accident requiring the services of a doctor, which occurs on school property or during school-related activities. This report shall be given to the Superintendent within twenty four (24) hours after the accident. In the event of an athletic injury requiring medical attention, the school principal is to use his/her own judgment concerning whether the Superintendent is to be advised. If the injury is of a serious or permanent nature, the principal shall report the matter to the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-9-13

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW

8/1/2013, 3:45 PM  Page 1 of 1  ETOWAH COUNTY 5.60
I. Each school principal along with the school nurse shall designate a staff member(s) to administer medications. The staff member(s) shall attend the Medications Assistant Training Course and then be recertified annually by the school nurse.

II. Administration of prescription medications during school hours is discouraged unless a physician determines that a student’s health needs require medication during school hours. Administration of non-prescription medication during school hours is discourage unless necessary for a student’s Illness.

III. A Parent/Prescriber Authorization form (PPA) shall be completed for the administration of any medication during school hours or approved school events. For the administration of prescription medication the PPA must be completed and signed by the physician and the parent. A parent signature is sufficient for non-prescription medication.

IV. All medications shall be delivered to the school nurse or approved personnel by a parent/guardian. Prescription medications shall be in a pharmacy labeled container which includes the following information:

A. Student’s name

B. Prescriber’s name

C. Name of medication

D. Date of prescription

E. Specific instructions on the administration of the medication

The PPA and the prescription label must match. Prescription medication will be counted on receipt and signed in. Nonprescription medication shall be in the original sealed container With the entire manufacturer’s label intact. It shall be age appropriate and have the student’s name written legibly on the container.
CHAPTER 5.00 – STUDENTS

V. The first dosage of any medication or a change in dosage of a current medication should be given at home, with the exception of emergency medications, according to the medication curriculum provided by the ALSDE.

VI. Medication which is kept at school shall be stored in its original container in a secure place under lock and key as designated by the school nurse. Only staff that have been designated and approved by the principal and who have received training by the registered school nurse shall have access to the medication.

VII. A Medication Administration Record shall be maintained on each student who receives a medication during school hours. The record contains the student’s name, name of medication with dosage, frequency, and time to be given.

REFERENCE(S): CODE OF ALABAMA
16-8-8, ALABAMA BOARD OF NURSES GUIDELINES

HISTORY: ADOPTED: 2002
REVISED: NOVEMBER 14, 2006; JULY 23, 2013, JULY 21, 2016
FORMERLY: JGC, JGB
CHAPTER 5.00 – STUDENTS

EYE PROTECTION DEVICES 5.64

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

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

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

REFERENCE(S):

CODE OF ALABAMA
16-1-7, 16-8-8

HISTORY:

ADOPTED: JULY 23, 2013
REvised: ______
FORMERLY: NEW
## CHAPTER 5.00 – STUDENTS

### AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

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

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

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

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

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CHAPTER 5.00 – STUDENTS

STUDENT RECORDS

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

REFERENCE(S):

AAC 290-030-010-.5(5)
PUBLIC LAW 93.380
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
INDIVIDUALS WITH DISABILITIES EDUCATION ACT AS AMENDED

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ______
FORMERLY: NEW
In accordance with Title I of the No Child Left Behind (NCLB) Act of 2001, parents through the Right-to-Know provision, may request information regarding the professional qualifications of their child’s classroom teacher(s) and/or the qualification of paraprofessionals providing services to their child. Additionally, parents may request information about their child’s level of achievement on any state academic assessments. This Right-to-Know applies to any and all schools receiving Title I funds. For that information, parent/guardians are to send written requests to the school principal or the system Human Resource Coordinator.

REFERENCE(S):

CODE OF ALABAMA
16-8-8,
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW
The Etowah County School System recognizes the value of parental involvement and acknowledges the powerful influence of parents in their child’s school success. Parental participation is encouraged and supported in the learning process and educational experience of all students. Studies demonstrate that when parents are involved in their children’s education, the attitudes, behaviors, and achievement of students are positively enhanced.

Although parents and families are diverse in culture, language and needs, they share the school’s commitment to the educational success of their children. The Etowah County School System, in collaboration with parents, will work towards establishing programs and practices that enhance parental and family involvement and reflect specific needs of the students and their families.

Professional development opportunities for teachers, administrators, and other school employees shall be offered to enhance the ability of schools to effectively serve all students, parents, and families. Administrative leadership is recognized as important in setting expectations and creating a climate conducive to parental participation.

The parental involvement policy of the Etowah County School System embodies the following beliefs:

- Parents play an integral role in their child’s learning.
- Communication between home and school is regular, two-way, varied, and meaningful.
- Parents are partners in the decisions that affect children and families. Parents are encouraged to serve on advisory committees that promote parent input into the process of program review, planning, and improvement.
- School shall assist parents in helping their child meet challenging state and local student content and achievement standards.
- Schools are inviting and actively seek support and assistance for school programs.
- Positive parenting is promoted and supported through programs and practices designed to strengthen parenting.

Parents shall be notified of this policy and parent involvement activities in the Etowah County School System. It shall be reviewed periodically with the participation of parents in the evaluation of its effectiveness and shall be revised and/or amended as needed to improve parent involvement and student achievement.

**REFERENCE(S):**

**CODE OF ALABAMA**

16-8-8,

NO CHILD LEFT BEHIND ACT of 2001

**HISTORY:**

ADOPTED: 2002

REVISED: MARCH 20, 2012; JULY 23, 2013

FORMERLY: GBLE, IHAD
CHAPTER 5.00 - STUDENTS

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The Etowah County Board of Education requires that all co-curricular and extra-curricular activities within a school be teacher- and school-sponsored. A special effort should be made to provide each student the opportunity to participate in worthwhile co-curricular and extra-curricular activities. Each staff member is expected to assume a reasonable share of the various responsibilities pertaining to the sponsorship of co-curricular and extra-curricular activities.

All school sponsored activities such as clubs, newspaper and annual staffs, student councils, bands, cheerleading squads, and athletic teams are classified as extracurricular and subject to the requirements of this policy.

Eligibility

1. To participate in extracurricular and/or co-curricular activities, a student must meet the requirements of the “Academics First” policy as set forth in the Administrative Code of the State Board of Education. Students ineligible for extracurricular or co-curricular activities according to the “Academics First” requirements are also ineligible to participate in practice sessions, meetings, or preparatory events associated with extracurricular or co-curricular activities.

2. A student suspended from school for violation of the Etowah County Code of Student Conduct is also suspended from all school sponsored extra-curricular activities and out-of-school practice sessions until that suspension has been lifted.

3. Participation in co-curricular and/or extracurricular activities is limited to students that are currently enrolled in the Etowah County School System.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-12-3, AAC290-3-1-.02(17)

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GBRF, JHA, JH, JHF
I. All Etowah County School System schools, grades 7-12, shall be members of the Alabama High School Athletic Association (AHSAA) and shall be governed by the rules and regulations adopted by AHSAA. Students who participate in athletics shall meet eligibility requirements established by AHSAA, the Etowah County Board of Education and the Alabama Administrative Code. Membership dues will be paid from the internal accounts of each respective school.

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

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

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

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

VI. All students shall be subject to all Etowah County Board of Education rules and to the Code of Student Conduct while attending athletic events and practices.
I. All non-faculty coaches shall work under the direct supervision of a certified Etowah County Board of Education employee. The conduct of each non-faculty coach is the responsibility of the school principal and the athletic director. Any violation of Alabama High School Athletic Association (AHSAA) guidelines by a non-faculty coach is subject to disciplinary action by the Board of Education.

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

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

REFERENCES:  
CODE OF ALABAMA
16-8-8

HISTORY:  
ADOPTED: AUGUST 2, 2005
REVISED: JULY 23, 2013
FORMERLY: GCAB
CHAPTER 5.00 - STUDENTS

STUDENT DRUG AND ALCOHOL TESTING

Substance abuse is a serious threat to the school system, its students, visitors and employees. It is the belief of the Etowah County Board of Education that the benefits derived from the objectives of a student alcohol and drug testing program outweigh the potential inconvenience to the students. The Board earnestly solicits the understanding and cooperation of all school staff, students and parents, in implementing this policy.

Statement of Need
The Board expects all students to remain alcohol and drug free. Nevertheless, the Etowah County School System recognizes that students in grades 7-12 unlawfully use alcohol and illicit drugs. The Etowah County Drug Enforcement Unit indicates that law enforcement personnel, the judicial system and mental health professionals have expressed concerns about alcohol and illegal drug use by Etowah County School System students.

Drug use interferes with a student's education which is the primary goal of the school. Practical experience and research have established that even small quantities of alcohol, illegal drugs or abused prescription drugs can impair judgment and reflexes, which can create unsafe conditions for students. Students using prohibited substances are a threat to other students and themselves and may make injurious errors.

Policy Objectives
The objectives of this policy are as follows:

- To create and maintain a safe, drug free environment for all students in Etowah County Schools.
- To encourage students with a dependence on or addiction to alcohol or other drugs to seek help in overcoming the problem.
- To reduce the likelihood of incidents of accidental personal injury and/or damage to property.
- To minimize the likelihood that school board property will be used for illicit drug activities.
- To educate parents and students to the warning signs and dangers of alcohol and illegal drugs.
- To reduce behavioral problems in the classroom and promote general health and well-being of all students.

All students enrolled in Etowah County secondary schools (grades 7 through 12) are subject to probable cause/reasonable suspicion alcohol and drug testing. A condition for participation in privileged activities in the Etowah County Board of Education school system shall be an agreement by the student to submit to random suspicionless alcohol and drug testing.

Probable Cause (Reasonable Suspicion) Drug Testing
Probable cause (reasonable suspicion) drug testing shall apply to all students enrolled in the Etowah County schools. Administrators of Etowah County schools are authorized by the Board to require any student to submit to a chemical test of the student's breath or urine if the administration has “reasonable suspicion” that the student is using or is under the influence of alcohol, marijuana, or any other illegal substance while:

- On school grounds;
- Off school grounds at a school activity, function, event or any other school sponsored activity; and/or;
- When traveling to or from school by bus or other transportation.

Reasonable suspicion may arise from the following:

1. A student’s behavior, in conjunction with physical appearance, actions, and/or odor, indicating the possibility that the student has used or is in possession of alcohol, marijuana, or any other controlled substance.
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2. The student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance.

3. Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other illegal substance. Any such report will be investigated by the school’s administration and will be substantiated by other physical indicators or physical appearance, if deemed necessary.

Any substance for which a student has a prescription or written permission from a parent must be brought to the school health office and administered or taken there or it may be considered as an illegal substance unless substantiated in writing as a legal prescription issued to the student by a physician (See Policy 5.62 Administration of Medication).

No student may provide to any other student, by sale or any other means, any substance that is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind.

No student may possess, use, or be under the influence of any substance which is, or the student has reason to believe is, or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, legend drug, depressant, inhalant, or intoxicant of any kind, or any kind that closely resembles, or is represented to be any of the foregoing items. Prescription and non-prescription drugs must be taken to the clinic and stored there by the nurse in the name of the student. Medicines will not be given by anyone but the school nurse or a designated employee (See Policy 5.62 Administration of Medication).

Students are prohibited from possessing, ingesting, transmitting, or selling caffeine-based pills or substances containing pseudoephedrine or other over the counter stimulants while on school property or engaged in a school-related activity. Should a student’s behavior suggest inappropriate or excessive use of these substances, all provisions under the “Reasonable Suspicion” sections of this policy shall apply.

Random Suspicionless Drug Testing

The random suspicionless drug testing program shall apply to the following categories of students:

1. Activity Students:
   a. Student Athletes: Any male or female student in grade 7 through 12 participating in Board-sponsored athletics teams or cheerleading/dance squads.
   b. Students Participating in Extra-curricular Activities: Any male or female student in grades 7 through 12 participating in a Board sponsored extra-curricular activity during the school day or after school.

2. Parking Students: Any student operating or parking a motor vehicle on campus or at school.

3. Volunteer Students: Any students in grades 7 through 12 who has been voluntarily added to the random pool with the consent of his or her parents.

Enforcement

The Board reserves the right to require all students to submit to probable cause / reasonable suspicion drug testing and to require all activity, parking and volunteer students to submit to random drug tests to maintain safety and security. The Board has developed this student testing program to follow, as appropriate, the process outlined in the drug testing guidelines provided by the Federal Substance Abuse and Mental Health Services Administration (SAMHSA).
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Pursuant to Board policy and regulations, students subject to the random/suspicionless drug testing policy may be tested prior to beginning a seasonal activity, during the season of the activity, or prior to granting parking privileges on a random basis without advance notice. Once a student is placed in the random testing pool, the student is subject to testing for the remainder of the year.

**Positive Test Results**

Any student with a positive test, including a no-contact positive (as defined herein) for alcohol or drugs which is confirmed by Etowah County Community Corrections (ECCC) and by the approved certified laboratory service provider will be subject to certain consequences, which include suspension from student activities. Violations will be cumulative and carried forward from year to year during the student's entire academic career in the Etowah County School System. Refusal to submit to testing or to cooperate with the Board in any test investigation will result in immediate suspension from school, participating in extra-curricular activities or parking for 365 calendar days.

No student testing positive, refusing to test, refusing to cooperate with testing or being in violation of this policy will be penalized academically.

**Confidentiality**

All information, interviews, reports, statements, memoranda, and test results, either written or otherwise, received by the Board through its alcohol and drug testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public way or private proceedings except under the following circumstances:

- As directed by the specific, written consent of the parent/guardian authorizing release of the information to an identified person.
- To an Activity, Parking, or Volunteer Student decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the student.
- When compelled to do so by valid federal or state laws, or order from a court of competent jurisdiction.

Any questions about confidentiality issues related to this policy or its implementation should be directed to the person(s) assigned as the Board’s Drug Testing Program Coordinator(s). Any employee responsible for a breach of the confidentiality provisions of this policy shall be subject to appropriate disciplinary measures, including recommendation for termination, if warranted by the circumstances.

**Clarifications**

This policy neither circumvents nor is intended to be used in place of Board disciplinary policies, Student Code of Conduct, and/or school rules pertaining to the use, possession, distribution, manufacturing, of alcohol or other drugs at/or away from school, School Board property, or at school sponsored events.

If a student is in violation of such disciplinary policies and rules, disciplinary consequences will be through normal school channels associated with said policies and rules. The consequences under this policy become secondary.

**Prohibitions**

All students, athletes, extra-curricular students, parking students and volunteer students are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, abused prescription drugs, inhalants or any other mind altering or intoxicating substances present in their system while on school property, attending regular classes, participating in extra-curricular activities or while driving or parking at school.

All students, athletes, extra-curricular students, parking students and volunteer students are prohibited from possessing, drinking or being impaired or intoxicated by alcohol while on school property, attending
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regular classes, participating in extra-curricular activities or while driving or parking at school.

After school hours use of drugs, alcohol or any other prohibited substances, including inhalants by a student is unlawful and may result in a positive test, in violation of this policy.

Alcohol and Drug Testing
An integral part of the overall substance abuse policy will be the use of drug and alcohol testing. Drug and alcohol testing have been demonstrated to be accurate methods of determining the presence or absence of alcohol or illegal drugs in a person’s body. Breath, oral fluid, hair or urine can be used for testing.

Testing Procedures
The School Board and its laboratory shall refer, when prudent, to the guidelines of the Federal Department of Transportation, Procedures for Transportation Workplace Drug and Alcohol Testing Programs, 49 C.F.R. Part 40 when a particular topic or subject is not specifically covered by the policy or procedures adopted by the Board. Relative to the protocols for determining diluted, substituted or adulterated specimens, the Board will refer to Part 40 for guidance.

1. Pre-Participation substance screening for random/suspicionless drug testing:
   a. Athletes and Extra-curricular Activities Applicants: Substance screening may be required for all athletes and extra-curricular activities applicants. If testing is conducted, a negative result must be recorded prior to a student participating in an extra-curricular activity. Such testing may be required either alone or as part of a pre-practice or pre-participation physical examination. Applicants are required to sign a Student Consent and Release form before submitting to screening. Applicants are not allowed to participate in any athletic or extra-curricular activity when they test positive for alcohol, drugs or adulterants, refuse to submit to a test, or refuse to execute the required consent/release form.

   b. Parking Applicants: Substance screening may be required for all on campus parking applicants. If testing is conducted, a negative result must be recorded prior to a student receiving an on-campus parking permit. Such testing may be required either prior to or after receiving the parking permit. Applicants are required to sign a Student Consent and Release form before submitting to screening. Applicants will not be allowed to drive or park on campus when they test positive for alcohol, drugs or adulterants, refuse to submit to a test, or refuse to execute the required consent/release form.

2. Procedure for current athletes, extra-curricular students, parking students and volunteer students:
   a. Random Testing: The Board authorizes random unannounced screening of athletes, extra-curricular activity students, parking students and volunteer students. A randomizer computer program will be utilized to provide computerized random sample lists to the drug program coordinator. The athletes, extra-curricular activity students, parking students and volunteer students randomly selected will be required to report to the school-designated collection site for testing.

   b. Return to Participation Testing: All athletes, extra-curricular activity students, parking students and volunteer students referred through administrative channels to undergo a counseling or rehabilitation program or who are suspended from the extra-curricular activity or parking for abuse of substances covered under this policy will be subject to monthly unannounced testing following return to extra-curricular activities or parking for
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3. **Substances Tested:** All students are subject to probable cause / reasonable suspicion drug testing and along with all athletes, extra-curricular activity students, parking students and volunteer students may regularly be tested for: alcohol, amphetamines, methamphetamines, cocaine, opiates, barbiturates, benzodiazepines, methadone, Ecstasy, Oxy, PCP, Synthetic Cannabis (K2, Spice) and marijuana. Students may be tested for any other substances listed as a controlled substance under *Alabama Code* (1975), § 20-2-20 through 20-2-32 and listed under schedules I through V without advance notice as part of a test performed by the Board for safety purposes. Such tests will be coordinated with the Coordinator.

4. **Collection Sites:** The school will designate collection sites where students may provide specimens. Collections primarily will be conducted on-site at the appropriate designated school.

5. **Collection Procedures:** The Etowah County School System and Etowah County Community Corrections have developed and will maintain a documented procedure for collecting, testing, and when necessary, shipping and accessing specimens. The collection process shall be conducted so as to protect the privacy of the student. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will be used for specimen transportation (if such is necessary). Collection sites will maintain instructions and training protocol that emphasize the responsibility of collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure as reasonable under the particular circumstances. All students selected for testing will also be required to execute a Student Consent and Release Form.

6. **Evaluations and Return of Results to the Board:** Prior to advising the Board of the test result, the ECCC shall give the student and his or her parent(s) an opportunity to discuss the result either in person or over the telephone and provide evidence that the student was taking a prescription medication that could also have produced a positive drug test result, or if for some other reason allow the ECCC to determine that the test result is not as the result of violation of this policy. The ECCC shall then promptly personally inform the school administrator which students had confirmed positive test results that had no legitimate medical explanation. The school administrator will inform the parent of the on-site positive test result. No disciplinary actions will be administered at that time; however, the parent will be responsible for the student’s transportation to and from school. The specimen will be sent to an approved laboratory testing service for confirmation of the result. The confirmed results may take 8-10 days. ECCC will notify the county drug coordinator of the confirmed results. The county drug coordinator will immediately inform the school administrator. The administrator will inform the parent of the results. Positive confirmation will result in a conference with school administrator, parent, student, and county drug coordinator. Appropriate interventions and consequences will be discussed.

7. **Release of Test Results:** All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the Board through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with this policy and the Student Consent and Release Form. However, all students selected for random / suspicionless testing will be required to execute a Student Consent and Release form permitting the Board to release test results and related information to the school officials who have a need to know.
Consequences
For any violation of this policy, including testing positive in a confirmation test, testing positive for adulteration of a test, refusing to submit to screening, refusing to execute a release, or refusing to cooperate with an investigation by the administration, the consequences are listed in Table I that follows.

Table I

<table>
<thead>
<tr>
<th>Violations/Consequences</th>
<th>Interventions</th>
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<tbody>
<tr>
<td><strong>First Violation</strong></td>
<td></td>
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<tr>
<td>Activity student suspended from (may not participate in) extra-curricular activities for 30 days.</td>
<td>Level I Parent and student must attend a conference with the school principal.</td>
</tr>
<tr>
<td>Parking student suspended from parking on campus (may not park on campus) for 30 days.</td>
<td>Student and parent must attend prevention counseling session with a prevention counselor.</td>
</tr>
<tr>
<td>Reinstatement requires a negative test and completion of Level I interventions.</td>
<td>Student must report to a designated school counselor each week for four (4) weeks.</td>
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<tr>
<td><strong>Second Violation</strong></td>
<td></td>
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<tr>
<td>Activity student suspended from (may not participate in) extra-curricular activities for 40 days.</td>
<td>Level II Parent and student must attend a conference with the school principal.</td>
</tr>
<tr>
<td>Parking student suspended from parking on campus (may not park on campus) for 40 days.</td>
<td>Student must attend one of the approved prevention programs*. Parents are responsible for tuition for programs that require tuition.</td>
</tr>
<tr>
<td>Reinstatement requires a negative test and completion of Level II interventions.</td>
<td>Student must report to a designated school counselor each week for six (6) weeks.</td>
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<tr>
<td><strong>Third Violation</strong></td>
<td></td>
</tr>
<tr>
<td>Activity student suspended from (may not participate in) extra-curricular activities for 365 days.</td>
<td>Level III Parent and student must attend a conference with the school principal.</td>
</tr>
<tr>
<td>Parking student suspended from parking on campus (may not park on campus) for 365 days.</td>
<td>Student must attend an approved prevention program*. Parents are responsible for tuition for programs that require tuition.</td>
</tr>
<tr>
<td>Reinstatement requires a negative test and completion of Level III interventions.</td>
<td></td>
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</tbody>
</table>

*Approved Prevention Programs:

Level I: Counseling with individual approved by system drug coordinator.

Level II: Participation in a school system approved tuition based prevention/rehabilitation program.

Level III: Attendance and participation at an eighteen (18) week teen program or other program approved by the school system at parent expense.

Definitions:

1. **Activity Student**: Any student currently enrolled in the Etowah County School System that participates in any athletic or any extra-curricular activity as defined.

2. **Alcohol**: Ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source produced.
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3. **At School:** Any school building, office or property, parking lots, owned or operated by the school, or being transported to and from a school activity or any other site off campus at which a student is engaging in any school activity.

4. **Chain of Custody:** The methodology of tracking specified materials, specimens, or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all of the materials, specimens, or substances and providing for accountability at each stage in handling, testing, and storing materials, specimens or substances and reporting tests results.

5. **Confirmation Test or Confirmed Test:** A second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen. The confirmation test shall be different in scientific principle from that of the initial test procedure. The confirmation method shall be capable of providing requisite specificity, sensitivity, and quantitative accuracy.

6. **Drug:** Any substance listed as a controlled substance pursuant to ALABAMA CODE 1975, §20-2-20 through §20-2-32. This includes but is not limited to amphetamines, cannabinoids, cocaine, phencyclidine PCP, methadone, methaqualone, opiates, barbiturates, benzodiazepines, propoxyphene, or a metabolite of any of the substances.

7. **Drug Testing Agent:** Etowah County Community Corrections, which is certified to administer alcohol and drug tests.

8. **Drug Testing Program Coordinator:** An employee(s) of the Etowah County Board of Education appointed by the Board, responsible for overall implementation of the random drug and alcohol testing program as outlined in this Policy.

9. **Extra-Curricular Activities:** Any school or school related activity, which is not required as a part of a student's mandated basic educational curriculum.

10. **Initial Test:** A sensitive, rapid and reliable procedure to identify negative and presumptive positive specimens. All initial tests shall use an immunoassay procedure or an equivalent procedure or shall use a more accurate scientifically accepted method approved by SAMSHA as more accurate technology becomes available in a cost effective form.

11. **No Contact Positive Test:** A test shall be deemed positive if after a confirmation of the sample test indicates the sample is positive for drugs, and the ECCC is unable to reach the parent of the student, after diligent effort, to determine whether the drugs present were legally justified.

12. **Nonprescription Medication:** A drug or medication pursuant to federal and state law for general distribution and use without a prescription in the treatment of human disease, ailments, or injuries.

13. **On-site Test:** This is an alcohol or drug test that is easily portable and can be administered in a location outside a laboratory. An on-site alcohol test shall meet the federal Department of Transportation guidelines for an initial alcohol test. An on-site drug test shall meet the requirements of the Food and Drug Administration (FDA) for commercial distribution and the generally accepted cut off levels such as those in the SAMHSA Guidelines.

14. **Parent:** A person standing in parental relation including the custodial parent or a legal guardian or custodian.

15. **Parking Student:** Any student currently enrolled in the Etowah County School System who drives or parks a motor vehicle "at school", as that term is defined herein.

16. **Positive Test Results:** A finding of the presence of alcohol or drugs, or the metabolites of drugs in the sample tested at or above the threshold detection levels set. This shall include a "no-contact positive" test.

17. **Prescription Medication:** A drug or medication lawfully prescribed by a physician for an individual and taken in accordance with the prescription.

18. **Random Selection:** A mechanism for selecting students for drug tests that (1) results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and (2) does not give the school discretion to waive the selection of any student selected
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under the mechanism. All Activity, Parking or Volunteer Students will be subjected to random selection testing.

19. **SAMSHA**: The Federal Substance Abuse and Mental Health Services Administration.
20. **Specimen**: Breath, oral fluid, hair, urine, or other product of the human body capable of revealing the presence of drugs or their metabolites or of alcohol.
21. **Student**: Any student currently enrolled in the Etowah County School System.
22. **Substance**: Drugs or alcohol.
23. **Substance Abuse Test or Test**: Any chemical biological or physical instrumental analysis administered for the purpose of determining the presence or absence of a drug or its metabolites or of alcohol.
24. **Trained Observer**: Employee who is knowledgeable of the school, teachers, students, and the school drug testing policy and procedures.
25. **Volunteer Student**: Any student who is not an activity student or parking student but who chooses voluntarily, along with his or her parent’s consent, to participate in the student drug and alcohol testing program.

REFERENCES:  Code of alabama
16-8-8, 20-2-20 through -32

HISTORY:  ADOPTED: JULY 23, 2013
REVISed: aUGUST 5, 2014
FORMERLY: NEW
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ACCEPTABLE USE OF COMPUTER TECHNOLOGY
AND RELATED RESOURCES

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

I. **Copyright Law:** It is the obligation and intent of the Board to comply with the copyright laws of the United States. Etowah County School system employees and students shall use technology resources in accordance with Board policies and procedures, as well as local, state, and federal laws and guidelines governing the use of technology and its component parts.

II. **Electronic Mail:** The Board provides access to electronic mail for employees whose normal work activity requires access. That access is intended to support only educational, instructional, extracurricular, or normal administrative activity. Board policies and procedures shall apply to the use of electronic mail. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via electronic mail. The Board will use a filtering device to screen e-mail for spam and inappropriate content. Contents of electronic mail cannot be considered private. All contents of electronic mail are the property of the Board.

III. **The Internet:** The intent of the Etowah County Board of Education is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use only information that is appropriate, beneficial, and/or required for his/her various curricular or extracurricular activities or staff duties. Teachers will screen resources that will be used in the classroom for content prior to their introduction. Board policies and procedures shall apply to the use of the Internet.

   A. Internet access is provided to allow students, faculty, and staff to conduct research. Users will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner. Students must provide written permission from legal custodial parents, a signed copy of permission to use Internet resources for each student in the household. Students will not be allowed to conduct independent research on the Internet until receipt of the signed form.

   B. The Board provides technology protection measures that include blocking or filtering Internet access to visual depictions and text that are obscene, pornographic, or harmful to minors. These measures cannot be considered 100% effective. Teachers must preview required web sites and observe students using the Internet. Sites that are
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deemed inappropriate or a disruption of the learning atmosphere should be reported to the Director of Technology. Teachers may also request that sites be opened for periods of research.

C. Network users are prohibited from accessing external networks or alternate Internet service providers within the Etowah County School’s internal network unless expressly authorized by the Superintendent or Superintendent’s designee and properly protected by a firewall, other appropriate security device(s), and appropriate filtering software.

D. All school rules and guidelines for appropriate technology use shall apply to use of the Internet. Because communications on the Internet are often public in nature, all users must engage in appropriate and responsible communications with particular regard to avoiding disruption of the educational environment.

E. Student posting of personal information of any kind about themselves or others is prohibited. Personal information includes home and/or school addresses, work addresses, home and/or school phone numbers, names, social security numbers, pictures, etc. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.

IV. System, school, and school-sponsored activity web sites: Because any school system web sites can be globally available and represent the community at large, the designated school system webmaster will review all web sites and/or new features and links before adding them to the system web server. Review includes coordination with and approval of the school principal and Superintendent. Only the designated school system webmaster may place web sites, features, or links on the web server. The webmaster may reject all or part of proposed home pages and/or new features and links for technical reasons.

A. The legal and ethical practices and responsibilities of appropriate use of technology resources shall be taught to all students and employees in the system (i.e. during lab orientation, network orientation, faculty meetings, etc).

B. Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the Principal and/or Technology Coordinator.

C. All Board technology resources, regardless of purchase date, location, or fund sources (including donations), are subject to this policy.

D. Students who misuse the school system’s technology will be subject to denial of computer usage, monetary charges, detention, suspension, and/or expulsion.

E. Employees who misuse the school system’s technology may be subject to denial of computer usage, monetary charges, reprimands, and/or loss of employment.

F. Violation of civil and/or criminal law relating to technology and its use will result in the notification of law enforcement officials.

V. Student-Owned Devices (BYOD): In an effort to expand our students’ 21st Century learning opportunities, Etowah County Schools is implementing an initiative that allows students to bring
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their own digital devices on campus for educational purposes. It is imperative that these
devices be used appropriately. Rules governing the use of student-owned digital devices in our
schools include the following:

A. **Devices Allowed:** Student-owned laptops, netbooks, tablets, e-Readers with internet
capabilities, Smartphones (iPhone, Android devices, Blackberry, etc.)

B. **Student Responsibilities:** Students will abide by all school/system rules and policies,
including the AUP, Internet Safety Policy, and Student Code of Conduct. Use of the device
will only be allowed when permissible according to the teacher. Devices can only be used in
the classroom with teacher permission, not in the lunchroom, hallways, restrooms or other
common areas. Devices should never be used to cheat on tests or on assignments. Students
are not permitted to transmit or post any photographic images or videos of any person on
campus on any public and/or social networking sites. Students will only be allowed access
to websites and resources which are relevant to the curriculum and content in the
classroom. Students must understand that infecting the network with any virus designed to
damage, alter, destroy or limit the network’s effectiveness is a violation of the Acceptable Use
Policy and will result in disciplinary actions. The school/system has the right to confiscate
and examine any device that is suspected of causing problems or is the sources of an attack
or virus infection.

C. **Network Access:** Students will only use the school’s wireless guest network. This network
is controlled by the system’s Technology Department and is filtered according to CIPA
guidelines. At no time will the guest network settings be altered for device specific needs. Our
guest network, while reliable and stable, will, at times, experience outages. No guarantee
will be made that it will always be available. Additionally, signal strength could vary
depending on the number of devices connected and the proximity to an access point. There
will be no access to electrical outlets for charging purposes. Students must bring devices that
are fully charged to school. Our school system will not be responsible for any loss of data
resulting from connecting to the network. We provide no troubleshooting assistance or
repair for student owned devices. Teachers are not responsible for student connectivity or
for helping students who experience trouble connecting to the guest network.

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

CODE OF ALABAMA
16-8-8, 16-13-231
CHILDREN’S INTERNET PROTECTION ACT (Public Law 106-554)

HISTORY:

ADOPTED: 2002
REVISED: JANUARY 2013; JULY 23, 2013
FORMERLY: INTERNET ACCEPTABLE USE AGREEMENT AND BYOD POLICY
The Etowah County Board of Education recognizes that an effective educational program depends on the quality of the personnel employed in the system. Therefore, every effort shall be made to employ the most qualified personnel available. Applicants for position will be selected on the basis of their qualifications, merit, and ability. No person shall be denied employment, re-employment, advancement, or evaluations, nor shall be subjected to discrimination on the basis of sex, age, marital status, race, religion, national origin, ethnic group or disability.

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

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

REFERENCE(S):

CODE OF ALABAMA
16-8-23, 16-9-23, 16-9-24
CIVIL RIGHTS ACT OF 1964 AND AMENDMENTS;
SECTION 504 OF THE REHABILITATION ACT OF 1973,
AMERICANS WITH DISABILITIES ACT OF 1993,
TITLE IX OF EDUCATION AMENDMENTS OF 1971

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GAAA, GAAAB, GAAB, GCA
I. Full Time - A regular full time certified employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the Etowah County Board of Education for that position or job. A full time support employee includes adult bus drivers and those employees working twenty (20) or more hours per week.

II. Part-time - A part-time certified employee is a person who is employed to render less than the number of hours each day as established by the Etowah County Board of Education for a regular full time employee. A part-time support employee is a person employed less than twenty (20) hours per week.

III. Temporary - A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may work any number of hours up to 40 hours per week.

IV. Time Schedules for Certified Personnel – Time schedules for certified personnel may be designated by the Superintendent and/or the immediate supervisor of said personnel. All administrative and supervisory personnel shall normally observe an eight (8) hour work day, unless otherwise assigned by the Superintendent. Local school administrators shall be on duty no less than thirty (30) minutes prior to the time fixed for school to open and thirty (30) minutes after the close of school. Certified teaching personnel are generally required to be on duty ten (10) minutes before the time set for the opening of their respective school and ten (10) minutes after the close of the school day, Monday through Friday, and the necessary time to transact faculty meetings, school business, and safe orderly dismissal of students, etc.

V. Time Schedules for Non-Certified Personnel – Time schedules for non-certified personnel may be designated by the Superintendent or the immediate supervisor of said personnel. In all cases, the Superintendent and/or supervisor in charge shall have the right to establish time schedules to encompass said employee’s workday. Said work schedules shall be in compliance with the Fair Labor Standards Act.

REFERENCE(S):

CODE OF ALABAMA
16-8-9, 36-25-1, 36-26-100
FAIR LABOR STANDARDS ACT

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GBRB

8/1/2013, 7:00 PM
CHAPTER 6.00 – HUMAN RESOURCES

POSTING VACANT POSITIONS and RECRUITMENT 6.12

I. The Etowah County Board of Education shall post a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at each school campus and worksite and on the system website at least for the minimum number of days required by current law and state regulations before the position is to be filled. The notice shall include, but not necessarily be limited to, all of the following:

A. Job description and title

B. Required qualifications

C. A statement of reference to the approved salary schedule.

D. Information on where to submit an application

E. Information on any deadlines for applying

F. Other relevant information

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

A. There is no vacancy when two (2) teachers trade positions; and

B. Where a lateral transfer occurs and the positions are neither newly created nor supervisory or managerial in nature, and there has been no increase or decrease in salary.

III. Employees who desire a transfer within the system shall notify the Superintendent in writing.

IV. Nothing in this policy shall prohibit the immediate employment or transfer of Etowah County School System personnel needed to ensure the welfare and safety of students, personnel or others on a temporary emergency basis as provided by law.
CHAPTER 6.00 – HUMAN RESOURCES

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

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

A. Interview prospective employees prior to graduation at area colleges;

B. Advertise and/or disseminate information about job vacancies; and,

C. Review files obtained by college placement bureaus and the Alabama State Department of Education.

REFERENCE(S):

CODE OF ALABAMA
16-8-9, 16-9-23, 16-9-24, 16-23-6, 16-24B-7,
LEGISLATIVE ACT 98-147

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: GBCA, GCCA, GBM
The Etowah County Board of Education must approve a job description prior to the establishment of any new position.

Each job description shall contain the minimal qualifications, required skills, essential performance responsibilities, physical requirements of the position and other information as deemed necessary.

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

**REFERENCE(S):**

**CODE OF ALABAMA**
16-8-8 TO -10, 16-9-23, 16-9-24

**HISTORY:**

**ADOPTED:** 2002
**REVISED:** JULY 23, 2013
**FORMERLY:** IKI, GBRJ
Chapter 6.00 – Human Resources

Conflicts of Interest

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

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

Etowah County School System employees acting as individuals are further prohibited from directly or indirectly furnishing or supplying a list or roster of names and addresses of students in the School System or parents of students to persons, firms, or anyone the written approval of the Superintendent.

Reference(s):

Code of Alabama

16-9-13, 36-25-1, 36-25-2, 36-25-5, 36-25-8

History:

Adopted: July 23, 2013

Revised: 

Formerly: GBRG
CHAPTER 6.00 – HUMAN RESOURCES

GIFTS 6.14.1

Staff members may, at their discretion, present gifts to groups of students on special occasions. Etowah County School System staff members must exercise good taste and sound professional judgment when giving gifts to students. Gifts provided by staff members to students must not be elaborate or expensive.

Etowah County School System staff members shall not solicit or accept a gift, including money, from any source, when such a gift could be construed to be:

- associated with the performance of school-related duties or activities; or
- a result of or a precondition to business transactions between the parties.

Gifts of a nominal value (less than $25 per occasion and less than $50 per year from a single provider) are excluded from this provision.

All gifts must comply with the current Alabama Ethics Law.

REFERENCE(S): CODE OF ALABAMA
16-8-9, 36-25-1

HISTORY:
ADOPTED: JULY 23, 2013
REVISED: ______
FORMERLY: NEW
CHAPTER 6.00 – HUMAN RESOURCES

USE OF SYSTEM-OWNED EQUIPMENT AND MATERIALS 6.14.2

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

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

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

Non-Fixed Asset Equipment and Certain Electronic Equipment
Employees may be authorized to take School System equipment not shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of $50 or less away from their classrooms/work sites to complete school related tasks with the verbal approval of the principal. Use of system-owned equipment and electronic devices may not be for personal gain and must comply with acceptable use agreements. All computers and/or digital devices owned by the School System are subject to the rules and guidelines of the Internet Acceptable Use Agreement (See Policy 5.90).

REFERENCE(S):

CODE OF ALABAMA
16-8-9, 36-25-5

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW
TUTORING FOR PAY BY CERTIFIED PERSONNEL  6.14.3

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

Employees shall not under any circumstances use School System consumable materials or supplies for private tutoring for personal gain.

School or system-sponsored tutoring programs, grant-funded or non-profit or community organization student assistance or tutorial programs using school facilities or resources must have the approval of the school principal and/or Superintendent and must comply with system facilities use guidelines.

REFERENCE(S):

CODE OF ALABAMA
36-25-5

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: 
FORMERLY: NEW
Any person desiring employment, as defined by Policy 6.11, shall file a completed application on the form provided by the Superintendent.

I. Qualifications

A. Must be of good moral character;

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

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

A. To be considered for a position, an applicant shall be properly qualified for that position in accordance with state law, regulations of the State Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the contract of employment.

B. Any person not holding a valid Teacher’s Certificate at the time of employment shall be required, upon initial employment to make application to the State Department of Education for such a certificate, through the personnel office of the Etowah County School System. When such certificate is received, it must be filed with the office of the Superintendent. If the State Department of Education declines to issue a certificate, the person’s employment shall be terminated. Failure to file for such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.

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

III. Criminal background checks by means of fingerprinting or other legal procedure for prospective and current employees who have unsupervised access to students shall be conducted consistent with requirements of law.
IV. All potential employees of the School System shall verify their identity and employment status to the Superintendent. The Superintendent shall maintain a file on all of the School System’s employees hired after November 6, 1986, proving that each employee has verified his or her identity, employment status, U.S. citizenship, or legal alien status to the Superintendent’s satisfaction. Evidence to be used to verify identity, employment status, U.S. citizenship, or legal alien status should include at least two of the following documents, one of which contains a current photo of the employee: U.S. birth certificate, social security card, and a current driver’s license; a state or military identification card; or one of the following: U.S. passport, certificate of U.S. citizenship, certificate of naturalization, unexpired foreign passport, or resident alien card.

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

REFERENCE(S):

CODE OF ALABAMA
16-22A-5, 16-22A-6, 16-23-1
NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GBAA
CHAPTER 6.00 – HUMAN RESOURCES

EXTRA DUTIES AND STAFF MEETINGS 6.18

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

1. Extra duties shall not be assigned during regular school hours that require certified teaching personnel to be removed, on a continuing basis, from teaching responsibilities.

2. The Board requires that all duties assigned be reasonable and in support of accomplishing the overall educational objectives of the Board or school.

3. Extra duties that are assigned shall be made on a fair and equitable basis, taking into consideration the nature of the activity and the teacher involved.

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

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

REFERENCES: CODE OF ALABAMA
16-8-8, 16-8-9

HISTORY: ADOPTED: OCTOBER 11, 2007
REVISED: JULY 23, 2013
FORMERLY: GBBAC, GBRD
I. An approved list of Etowah County School System substitute teachers shall be provided to the schools. The principal or his/her designee shall secure all substitute teachers from this approved list.

II. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required:
   A. Be at least twenty-one (21) years of age unless otherwise approved by the Superintendent;
   B. Hold a valid teacher’s certificate or valid substitute teacher’s license;
   C. Attend required substitute teacher training.

III. An approved list of substitute support personnel (CNP staff, bus drivers, custodians, clerical staff, instructional aides, etc.) shall be maintained and provided to appropriate administrators and worksite supervisors. Substitute support personnel shall meet employment qualifications, licensure regulations, and training requirements for the position worked and shall be subject to rules and policies of all school system employees.

IV. The compensation for substitute personnel shall be for services rendered in accordance with the salary schedule adopted by the Etowah County Board of Education. SUBSTITUTES FOR CLASSIFIED (SUPPORT) PERSONNEL ARE TO WORK NO MORE THAN SIX (6) HOURS PER DAY; SUBSTITUTES ARE NOT ELIGIBLE FOR OVERTIME.

REFERENCE(S):

CODE OF ALABAMA

16-23-2, 16-25-26, 16-8-8

HISTORY:

ADOPTED: 2002

REVISED: NOVEMBER 9, 2009; JULY 23, 2013; AUGUST 5, 2014

FORMERLY: GBAB, GBRJ, IKH
CHAPTER 6.00 – HUMAN RESOURCES

NON-PROBATIONARY STATUS/TENURE

6.21

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

II. Non-certified Personnel – Classified/support employees attain non-probationary status after three complete*, consecutive school years of full-time employment with the Etowah County School System unless the Board of Education approves and issues written notice of termination to the employee on or before the 15th day of June immediately following the employee’s third consecutive complete school year of employment.

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

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

*A school year is deemed “complete” if the employee is hired or rehired before October 1 of that school year.

REFERENCE(S):

CODE OF ALABAMA
16-23-3, 16-24C-3 through 4
LEGISLATIVE ACT 2011-270

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: GBL

8/1/2013, 7:02 PM
ANYONE KNOWN TO BE VIOLATING A LOCAL, STATE, AND/OR FEDERAL LAW ON ETOWAH COUNTY BOARD OF EDUCATION PROPERTY OR AT A SCHOOL FUNCTION WILL BE SUBJECT TO REFERRAL FOR PROSECUTION TO THE APPROPRIATE LAW ENFORCEMENT AGENCY. THE REFERRAL PROCESS WILL BE SUBJECT TO STATE STATUTES AND ETOWAH COUNTY BOARD OF EDUCATION RULES.

ETOWAH COUNTY SCHOOL SYSTEM EMPLOYEES IN VIOLATION OF THIS POLICY MAY BE SUBJECT TO TERMINATION OR OTHER DISCIPLINARY ACTION.

REFERENCE(S):

CODE OF ALABAMA
16-1-24, 16-1-24.1, 16-8-9

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW
CHAPTER 6.00: HUMAN RESOURCES

EMPLOYEE POSSESSION OF DEADLY WEAPONS 6.30.1

Possession of a deadly weapon on Etowah County School System property or on a school bus with the intention to do bodily harm is a Class C felony.

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

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

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

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

REFERENCE(S):

CODE OF ALABAMA
16-1-24.1

HISTORY:

ADOPTED: 2002
REVISED: ________
FORMERLY: GBRO, GCRO
CHAPTER 6.00 – HUMAN RESOURCES

POLITICAL ACTIVITIES

Etowah County Board of Education employees shall not solicit support for any political candidate or issue during regular work hours.

Assemblies, school classes, materials, and/or equipment shall not be used for partisan or political purposes.

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

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

REFERENCE(S):

CODE OF ALABAMA
17-1-4, 17-17-4 and -5, 36-26-38, 16-8-8 TO -9

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW
Certified and non-certified personnel of the Etowah County School System shall respect each other’s rights to choose for themselves the professional organizations with which they affiliate. Membership in professional organizations shall be on a voluntary basis. Administrators of the School System or local schools shall not take punitive action against employees because of their membership in professional organizations or because of their failure to affiliate with said organizations.

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

**REFERENCE(S):**

**CODE OF ALABAMA**

36-26-100 to -108

**HISTORY:**

ADOPTED: 2002

REVISED: JULY 23, 2013

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

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

Definitions

I. Grievance – A grievance is a complaint by an employee based upon an alleged violation, misinterpretation or inequitable application of any published policy, rule or regulation of the school system. The term grievance should not apply to any matter in which the method of review is prescribed by law. Grievances are objections to a specific act or condition. Dismissals, terminations, transfers and any other procedures already established by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedures herein described.

II. Employee – The term employee is considered to apply to anyone employed on a full time or part-time basis by the Etowah County Board of Education, with the exception of the Superintendent.

III. Supervisor – This term refers to that individual assigned to direct the work efforts of a person or group of persons within an organizational element and who has both the authority over and responsibility for management in respect to the functions of a defined organizational element. In a school, the principal would be the supervisor unless the job description states otherwise.

IV. Organizational Element – The term organizational element is any identifiable segment of the system that is clearly under the supervision of a single individual. This would include a school, a center and any support function.

V. Representative – The term representative refers to any person chosen, if desired, by the aggrieved party to serve as the liaison supervisor.
CHAPTER 6.00 – HUMAN RESOURCES

VI. Complaint – The term complaint shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. Complaint shall not apply to any matter in which the method of review is prescribed by law. Complaints are objections to a specific act or condition. Dismissals, termination, transfers and any other procedure already instituted by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedure herein described.

VII. Complainant – The term complainant shall mean any employee or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.

VIII. Employer – The term employer shall mean the Etowah County Board of Education or its representatives.

IX. Day – The term day shall mean a working day.

X. Time Limits – The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

XI. Released Time – The complaint procedure will normally be carried out during non-work time. If, however, the Board elects to carry out provisions during work time, the complainant shall lose no pay.

XII. Complaint Procedure

A. Informal Discussion – If an employee believes there is a basis for complaint, he/she shall discuss the complaint with his/her immediate supervisor (except in cases of discrimination or harassment involving the supervisor, in which case the complainant shall report to the Equity Coordinator or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.

B. Level One – If the complainant is not satisfied with the informal resolution, he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her immediate supervisor or alternate. The supervisor or alternate shall communicate his/her answer in writing to the complainant within five (5) days. Class complaints involving more than one (1) supervisor and complaints involving an administrator above the building level may be filed by the complainant at level two.
CHAPTER 6.00 – HUMAN RESOURCES

C. Level Two – If the complainant is not satisfied with the resolution at level one, he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within ten (10) days.

D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent’s decision to the Etowah County Board of Education, provided request for placement on Board agenda is filed within ten (10) days. The Board shall schedule a hearing within ten (1) days after receiving the notice of appeal. Written notice of the Time, date, and place of the hearing shall be provided to the complainant. After consideration of all arguments, discussions, and related documents, the Board’s decision shall be presented in writing to the complainant.

XIII. Confidentiality will be provided to the extent possible to any employee, student or affected party who alleges discrimination or harassment.

XIV. No reprisals shall be taken against any person or groups of persons as a result of having presented a grievance.

REFERENCE(S):

CODE OF ALABAMA
16-8-8 TO -9, 16-9-23, 16-23-1
TITLE VII OF CIVIL RIGHTS ACT OF 1964, TITLE IX OF EDUCATION AMENDMENTS OF 1972

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GAE
Pursuant to the Alabama Ethics Law, Etowah County School System personnel are permitted to receive salary supplements from local booster clubs or other approved organizations but only in accordance with the following guidelines:

Teachers, coaches, band directors and other certificated employees of the Etowah County Schools may receive a salary supplement paid by a booster club or other organization only if the employee has first entered an employment contract with the Board that expressly authorizes receipt of such supplements. Only officially recognized, school-affiliated booster clubs, or similar organizations as approved by the Superintendent, may provide salary supplements to employees of Etowah County Schools under this policy.

At least thirty (30) days prior to the payment of any supplement, an organization must submit notice to the Superintendent of the organization's intent to pay a supplement and the amount of the proposed supplement. All supplements are subject to the Superintendent's approval based upon the criteria stated in this policy. For the supplement to be approved, the following determinations must be made: (1) that the organization proposing to pay the supplement is a qualified, school-affiliated organization as required under this provision; (2) that the employee is employed under a contract authorizing receipt of such supplements; (3) that the supplement does not exceed the limits set forth below; and (4) that the supplement is otherwise consistent with the law and Board policy and practice. Upon approval by the Superintendent, the supplement shall be forwarded to the central office for payment to the employee.

All supplements under this policy are subject to the following limitations. No school employee may receive supplement(s) from a booster club or other organization that, when added to the salary and other compensation paid to the employee by the Etowah County Board of Education, would cause the employee to receive an amount equal to or in excess of the compensation received by the school principal for the contract year. Stated differently, total supplements received by a school employee during a contract year from booster clubs and/or other approved organizations shall be less than the difference between the total compensation paid to the school principal and the compensation paid to the employee by the Etowah County Board of Education.

Neither this policy nor the employment contract permitting the employee to receive a supplement from a booster club or other organization should be construed as an agreement, promise, commitment, or guarantee by the Board regarding the payment of any such supplement. Salary supplements by booster clubs and other groups are paid from the funds of the organization(s) and solely at the discretion of the organization(s).
CHAPTER 6.00 – HUMAN RESOURCES

The Etowah County Board of Education and its schools are in no way responsible, obligated, or liable for any such supplemental payment(s) to school employees.

Supplements paid hereunder shall not be construed as earnable compensation for purposes of determining contributions to the retirement system and shall not be counted in determining the average annual compensation of an employee for retirement purposes or for otherwise determining the retirement benefits to which an employee is entitled.

REFERENCE(S):  

CODE OF ALABAMA  
16-8-8, 16-13A-1, 36-25-1

HISTORY:  

ADOPTED: JULY 23, 2013  
REVISED: ________  
FORMERLY: NEW
I. The Etowah County Board of Education may suspend or terminate employees who have earned tenure or non-probationary status or are principals serving under contract for the following reasons:
   A. Immorality;
   B. Incompetence;
   C. Insubordination;
   D. Neglect of duty;
   E. Failure to perform duties in a satisfactory manner;
   F. Justifiable decrease in the number of positions (for contract principals, decrease must be due to decreased enrollment or funding); and
   G. Other good and just cause.

II. Contract principals also may be terminated for
   A. Conviction of a felony or a crime involving moral turpitude;
   B. Failure to fulfill the duties and responsibilities imposed upon principals by Alabama code;
   C. Failure to maintain his/her certificate in a current status; and,
   D. Willful failure to comply with Etowah County Board of Education policy.

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

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

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

REFERENCE(S):

CODE OF ALABAMA
16-23-3, 16-24C-4 through -6, 16-24-8, 16-24-12, 16-24-14; LEGISLATIVE ACT 2011-270

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GBA
CHAPTER 6.00 – HUMAN RESOURCES

PERFORMANCE ASSESSMENT 6.60

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

II. The Board will use the state-approved personnel evaluation program for the evaluation of all certified personnel as required by the state. The state-approved personnel evaluation program for certified personnel may be viewed at www.alsde.edu.

A. The Superintendent will develop a plan for implementation of the evaluation program, consistent with state guidelines, that ensures all Etowah County School System personnel serving as evaluators will undergo the required state training and be certified under the program.

B. Evaluation results shall be used to develop system and individual employee professional development plans.

III. Other Personnel – The Superintendent shall develop or select personnel performance assessment systems for all other staff.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-8-9, 16-9-31, 36-26-101

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GADA
NOTIFICATION OF ABSENCE

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

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

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

REFERENCE(S): CODE OF ALABAMA

16-1-18.1, 16-1-30

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GBRH
CHAPTER 6.00 – HUMAN RESOURCES

ANNUAL LEAVE OF ABSENCE 6.70.1

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

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

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

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

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

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

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

CODE OF ALABAMA
16-1-18.1, 16-8-25, 16-24-13

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW
All twelve-month staff shall earn vacation days at the rate of ten (10) days per academic year (July 1 through June 30). Eligible employees employed after July 1 (or for less than a full year) shall earn a prorated number of vacation days for the first year of employment at the rate of 0.833 days per month. After five (5) years of service with the Etowah County School System twelve-month employees are entitled to fifteen (15) days paid vacation per academic year.

Vacation days may not be used before they are earned. A maximum of five (5) vacation days may be carried over to the next year with the approval of the Superintendent.

Vacation time may not extend beyond the termination of an employee’s contract. No compensation will be paid in lieu of vacation time upon the resignation or retirement of an employee without prior approval of the Superintendent.

All vacation leave dates must be approved in advance by principals/work site supervisors and the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-9-23

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GBRK
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FAMILY AND MEDICAL LEAVE 6.70.3

I. An eligible employee of the Etowah County Board of Education shall be granted up to a total of twelve (12) workweeks of unpaid family and medical leave during any 12-month period for one or more of the following reasons:

A. for the birth and care of the newborn child of the employee;
B. for placement with the employee of a son or daughter for adoption or foster care;
C. to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
D. to take medical leave when the employee is unable to work because of a serious health condition.

II. An eligible employee means one employed with the school system for at least 12 months during which time the employee worked at least 1,250 hours.

III. Spouses employed by the Etowah County Board of Education are jointly entitled to a combined total of 12 workweeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

IV. If FMLA is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the Board’s approval. Leave for birth and care or placement for adoption of foster care must conclude within 12 months of the birth or placement.

V. FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work. When intermittent leave is needed to care for an immediate family member or the employee’s own illness and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer’s operation.

VI. “Serious health condition” means an illness, injury, impairment or physical or mental condition that involves either:

A. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, any period of incapacity or subsequent treatment in connection with such inpatient care; or
B. Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
   1. A health condition (including treatment therefore, or recovery there from) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also includes
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a. treatment two or more times by or under the supervision of a health care provider; or
b. one treatment by a health care provider with a continuing regimen of treatment.

2. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or

3. A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or

4. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer’s, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or

5. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

VII. “Health care provider” means:

A. Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; or

B. Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or

C. Nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or

D. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or

E. Any health care provider recognized by the employer or the employer’s group health plan benefits manager.

VIII. Job Restoration

A. Upon return from FMLA leave, an employee shall be restored to the employee’s original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

B. In addition, an employee’s use of FMLA shall not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a “no fault” attendance policy.

C. Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, the board may refuse to
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reinstate certain highly-paid “key” employees after using FMLA leave during which health coverage was maintained. In order to do so, the board must:

1. Notify the employee of his/her status as a “key” employee in response to the employee’s notice of intent to take FMLA leave;
2. Notify the employee as soon as the Board decides it will deny job restoration, and explain the reasons for this decision;
3. Offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
4. Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

D. A “key” employee is a salaried eligible employee who is among the highest paid ten percent of employees of the board.

IX. Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.

X. Employees shall be required to provide medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member. Second or third medical opinions (at the employer’s expense) and periodic recertification; and periodic reports during FLMA leave may be required regarding the employee’s status and intent to return to work.

XI. The Board will maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee has continued to work. Arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

REFERENCE(S):

THE FAMILY AND MEDICAL LEAVE ACT OF 1993

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GBRI
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MILITARY FAMILY AND MEDICAL LEAVE 6.70.3.1

I. Military Caregiver Leave

A. An eligible employee of the Etowah County Board of Education shall be granted up to a total of 26 workweeks of unpaid military family and medical leave during any 12-month period to care for a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness.

B. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

C. An eligible employee means one employed with the school system for at least 12 months during which time the employee worked at least 1,250 hours.

D. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating.

E. The “single 12-month period” for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the Etowah County Board of Education for other types of FMLA leave.

F. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the “single 12-month period.” Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.

II. Qualifying Exigency Leave

A. An eligible employee shall be granted up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the Etowah County Board of Education for FMLA leave for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.
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B. Qualifying exigencies include:

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

III. Spouses employed by the same employer are limited to a combined total of 26 workweeks in a “single 12-month period” if the leave is to care for a covered service member with a serious injury or illness and for the birth and care of a new born child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

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

V. Appropriate and verifiable documentation of the qualifying exigency, military status, and relationships of the individual(s) seeking military FMLA leave may be requested.

REFERENCE(S):
NATIONAL DEFENSE AUTHORIZATION ACT 2008,
PUBLIC LAW 110-181 AS AMENDED
FAMILY AND MEDICAL LEAVE ACT OF 1993

HISTORY:
ADOPTED: JULY 23, 2013
REvised: ________
FORMERLY: NEW
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ON-THE-JOB INJURY

I. Any full time employee or adult bus driver of the Etowah County School System shall be entitled to on-the-job injury leave.

II. An on-the-job injury is any accident or injury to the employee occurring during the performance of duties (or when directed or requested by the employer to be on the property of the employer), which prevents the employee from working or returning to his or her job.

III. To be considered for on-the-job injury leave, the following conditions shall be met:

A. Within 24 hours after occurrence of the injury, the employee must make proper written notification of the injury to the Superintendent (or school principal or immediate supervisor, if applicable).

B. In the event the employee is clinically unable to report the injury, the injury may be reported by another person who is reasonably knowledgeable of the injury.

C. The Etowah County Board of Education may require medical certification from the employee’s physician that the employee was injured and cannot return to work as a result of the injury.

D. The Superintendent may require a second opinion from another physician at the expense of the Board.

E. The Board may require a statement from the physician that there is a reasonable expectation that the employee will be able to return to work.

IV. If the Superintendent determines that the employee has been injured on the job and cannot return to work as a result of the injury, the employee’s salary and benefits will continue up to ninety (90) working days consistent with the employee’s injury and absence from work resulting from the injury.

V. Sick leave days will not be deducted for the days the employee is paid for an absence approved for on-the-job injury pay.

VI. The employee may file for reimbursement with the Alabama Board of Adjustment for unreimbursed medical expenses and costs incurred as a result of an on-the-job injury.
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Reimbursement to the employee shall be determined by the Alabama Board of Adjustment’s policies, rules and regulations.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GAMA
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LEGAL SERVICE - JURY DUTY LEAVE 6.70.5

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

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

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

REFERENCE(S):

CODE OF ALABAMA
12-16-8, 16-1-18.1, 16-13-231
LEGISLATIVE ACT 77-759

HISTORY:

ADOPTED: OCTOBER 11, 2007
REVISED: JULY 23, 2013
FORMERLY: NEW
Military Leave shall be granted to employees of the Etowah County Board of Education in compliance with state laws, federal laws, and applicable court rulings. All employees are entitled to military leave when ordered to active duty for training as members of the Alabama National Guard or any component of the US Armed Forces. Employees who are required to attend annual training or special active duty for training shall not suffer any loss of salary during the first twenty (21) days of such absence in any calendar year. Employees who are ordered for such duty shall provide a copy of their orders to the Superintendent. Leave will be without loss of benefits.

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

1) Activated employees requesting the difference in pay restoration of leave or continuation of health coverage on active duty are required to have the length of their Active duty determined by the Adjutant General.

2) Activated employees must provide the Superintendent of Education with a set of Mobilization / Homeland Security orders or Military Records of Service (DD214) that reflects the length of duty. Copies of these orders and/or military records should be transmitted to headquarters as follows:
   The Office of the Adjutant General
   ATTN: ALSPDO
   PO Box 3711
   Montgomery, AL 36109-3711

3) The Adjutant General will determine the validity of the orders and certify to the Superintendent of Education that pay, leave or insurance is proper in accordance with Act 92-430.

REFERENCE(S):

CODE OF ALABAMA
16-24-13, 31-2-13, LEGISLATIVE ACT 92-430

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ________
FORMERLY: NEW
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PERSONAL LEAVE

6.70.7

All Etowah County Board of Education professional employees are granted two (2) State-funded personal leave days each scholastic year. The Etowah County Board of Education grants one (1) additional day of personal leave after ten (10) completed years of service, two (2) additional personal days after fifteen (15) years and three (3) additional personal days after twenty (20) years for a maximum of five (5) total days of personal leave per school year. Employees are not required to divulge his/her reason(s) for requesting personal leave.

Any employee who does not earn all three (3) additional days of personal leave based on years of service may purchase the unearned days up to the maximum allowable personal leave days. The employee purchasing personal days must pay the average of the certified and non-certified teacher substitute rate for each additional personal leave day purchased, whether a substitute is hired for the employee’s absence or not.

It is to be understood that the first two (2) days of personal leave used by an employee are those days for which the school system receives reimbursement according to state law. Any employee who does not use these two (2) days of personal leave or who has unused personal leave granted by the Etowah County board of Education may elect to be reimbursed at the end of the scholastic year for any such day at the per diem average rate currently paid by the School System to substitute teachers. To receive such reimbursement a Personal Leave Reimbursement Request form must be on file in the Central Office by June 1 of the school year.

Personal leave is non-accumulating from year to year.

Teachers are to consider the needs of pupils and the integrity of the instructional program when planning and requesting personal leave. No school should have more than twenty-five percent (25%) of its professional staff on personal leave on any given day. Unused unreimbursed personal leave days may be converted to sick leave days.

REFERENCES:

CODE OF ALABAMA
16-1-18.1, 16-8-25 TO -26.1
LEGISLATIVE ACTS 85-644, 95-314, 97-444

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GBRI
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PROFESSIONAL LEAVE AND LEAVE FOR TRAINING 6.70.8

All professional and support personnel are granted professional leave or leave for training upon approval by the Etowah County Board of Education at the rate of two (2) work days per academic year (July 1 – June 30) on a non-accumulating basis. Additional days may be granted upon approval of the Superintendent.

Professional leave (for certified personnel) and leave for training (for support personnel) are defined as absences from regular duty to attend workshops, meetings, conferences, seminars, or organizational meetings. The duly sanctioned meeting should include activities, instruction, and/or materials to enhance job performance, workplace competencies, and/or skills.

Personnel requesting professional leave must submit a written request on the prescribed form to the principal or immediate supervisor for approval. Upon approval of the principal or immediate supervisor, the request must then be approved by the Superintendent prior to the date of requested leave. Leave taken without the required approvals in advance will be considered personal leave.

The Superintendent or designee may request an employee to attend specific job-related meetings, workshops, conferences or seminars. Personnel may also be asked to serve on evaluation teams, conduct dissemination activities related to system programs or other duties deemed necessary by the Superintendent. For these types of requested activities, the employee will not be required to use the allotted professional leave or leave for training days. In such cases the system will supply appropriate substitute services as determined by the Superintendent. When an employee consents to participate in such a requested assignment, the Superintendent shall forward a written notice to the principal or immediate supervisor relieving the employee of regular duties until the assignment is complete.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1, 16-13-231, 16-24-13

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GBRBA, GBRH
The Etowah County Board of Education shall designate one inservice day in the annual school calendar as a “contract variance” day. Employees who meet the criteria outlined below may choose to exchange an approved professional development activity for that one inservice day (opting to take the inservice day as a day off instead). In order to take advantage of exchanging a professional development activity for an inservice day, the following requirements must be met:

- The activity must be at least six (6) clock hours. (This must be for a single workshop or activity and cannot be a cumulative total for several activities.

- The workshop or activity must be relevant to the employee’s work assignment and/or professional responsibilities or needs.

- The employee must complete a Professional Development Exchange Day form and have it approved at least three (3) weeks in advance of the activity by both the principal and the Superintendent. The employee is to retain the signed form to be turned in after completing the activity.

- After the completing the activity, the employee is to submit to the principal documentation (certificate, program, agenda, or other evidence of attendance) attached to the signed approval form to verify completion of the activity.

Forms for requesting contract variance days may be found on the School System website.

**REFERENCE(S):**

**CODE OF ALABAMA**

16-1-18.1, 16-13-231, 16-24-13

**HISTORY:**

**ADOPTED:** 2002

**REVISED:** JULY 23, 2013

**FORMERLY:** GBRBA, GBRH
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SICK or BEREAVEMENT LEAVE

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

A. Personal illness or doctor’s quarantine;

B. Incapacitating personal injury;

C. Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt);

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

E. Attendance to an ill member of the immediate family (parent, spouse, child, sibling) of the employee, a person standing in loco parentis, or an individual with a close personal tie.

II. Etowah County School System employees shall be allowed to accumulate an unlimited number of sick leave days.

III. A new employee may transfer unused earned sick leave from another Alabama school board, as permitted by law, upon certification by the previous employer.

IV. If absences occur frequently or if the absences constitute a pattern or there is reason to question whether an absence complied with the above causes, the Superintendent or designee may require that the employee provide verification of the reason for the absence.

V. See Policy 6.71 for Etowah County School System Sick Leave Bank provisions.

REFERENCE(S):

CODE OF ALABAMA

16-1-18.1, 16-8-25, 16-13-231, 16-22-9

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GBRI

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SICK LEAVE BANK

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

A Sick Leave Bank Committee composed of five (5) Etowah County School System employees to include three (3) certified employees elected at large annually by the participating members of the Sick Leave Bank. One (1) committee member shall be elected at large annually by the participating classified members of the Sick Leave Bank. One (1) committee member shall be appointed annually by the Superintendent. The committee may choose to involve others (i.e. payroll clerks, etc.) as non-voting members during committee meetings.

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

Current Sick Leave Bank Guidelines as well as forms for enrolling and requesting loans from the bank, forms for having a physician certify a catastrophic illness, and forms for donating sick leave days to other employees can be found on the School System website.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1, 16-22-9

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GBRI
It is the policy of the Etowah County Board of Education that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the Board's workplace is prohibited. Any employee violating this policy will be subject to disciplinary action, including termination of employment. The specifics of this policy are as follows:

I. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on or in Board property will be subject to disciplinary action, including termination of employment.

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

III. Each employee is required by the Drug-Free Workplace Act of 1988 to inform the Superintendent within five (5) days after he/she is convicted for a violation of any federal or state criminal drug statute where such violation occurred on School Board property. A conviction means a finding of guilt (including a plea of nolo contendre) or the imposition of a sentence by a Judge or jury in any federal or state court.

IV. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to disciplinary action, including termination of employment. Alternatively, the Board may require the employee to finish successfully a drug abuse program sponsored by an approved private or governmental institution.

VI. As a condition of further employment on any federal government grant, the Act requires all employees to abide by this policy.

REFERENCES:

CODE OF ALABAMA
16-3-11 to -12, 16-3-14, 16-26-1-3,
DRUG FREE WORKPLACE ACT OF 1988

HISTORY:
ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GBRL, GBRLB
In accordance with the Federal Transportation Employee Testing Act of 1993, certain employees licensed to operate Etowah County School System buses are required to submit to drug and alcohol testing. The Board, in compliance with the Act, has adopted the following provisions:

I. All employees of the School System, including substitutes, who hold a school bus license/certification (hereafter referred to as designated employees) are subject to drug and alcohol testing. Such employees will be prohibited from performing assigned duties while under the influence of any prohibited drug or alcohol. While employees are prohibited from having any alcohol present in their systems while on duty, a Blood Alcohol Count (BAC) of .04 will be accepted as a presumptive evidence of intoxication. An employee who tests between .01 and .039 BAC will be removed from job related functions until they test below .01 or until their next duty period, which must be at least 24 hours.

II. The proper use of medication prescribed by a physician is not prohibited; however, the Board prohibits the misuse of prescribed (or over-the-counter) medications and requires all employees using drugs at the direction of a physician (or over-the-counter drugs) to notify the Board's Medical Review Officer (MRO), or the employee’s supervisor where these drugs may affect their job performance, such as causing drowsiness.

III. Designated employees who refuse or do not pass a drug or alcohol test will be recommended for termination or removed from consideration for employment.

IV. Designated employees testing positive by urinalysis or alcohol/breathalyzer test or requesting treatment may be referred to a mental health substance abuse counselor for an assessment of needs and possible referral for treatment. All such treatment shall be at the individual employee's expense.

V. Drug and alcohol testing will include the following categories:

A. Pre-employment: (Post-Offer - This is to be interpreted as a conditional offer of employment.) Each person, after a conditional offer of employment has been made, will have to undergo a drug test before being employed in a position that requires the employee to hold the bus driver license/certification.

B. Reasonable Cause Testing: Each employee that is required to hold the bus driver license/certification as a precondition to employment or to continued employment will be subject to drug and alcohol testing based on reasonable cause as established by a supervisor through the use of objective evidence.
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C. Post Accident: Any employee who is required to hold the bus driver license/certification as a precondition to employment or to continued employment that is involved in a reportable accident will undergo drug and alcohol testing within two (2) hours following any accident.

D. Random Testing: All designated employees will undergo testing on a random basis. Random testing will be administered in a number greater than 50 percent (drug screening) and 25 percent (alcohol screening) of the designated work force, without advanced notice, in the first 12 months of testing. There will be no maximum number of samples that any one employee will be required to provide during the testing period. Designated employees refusing to be tested may be suspended pending a recommendation for termination.

E. Return to Duty Testing: Any designated employee who tests positive or refuses testing must pass a "Return to Duty Drug Test." In such instance, the Medical Review Officer must determine when and under what conditions the employee may return to duty. Any employee subject to "Return to Duty Drug Testing" will be subject to random and/or unannounced drug testing for sixty (60) months after return to duty. Follow-up tests for alcohol are unannounced and at least six (6) tests must be conducted in the first 12 months after an employee returns to duty.

VI. The Medical Review Officer is designated by the Board.

VII. Test results will not be released by the Board beyond the MRO without the individual's written authorization.

VIII. Procedures for drug testing shall be distributed to all affected employees. Receipt of Etowah County School System Drug Free Workplace regulations and procedures shall be acknowledged by employees on signed acknowledgement forms as required for initial and continued employment.

REFERENCE(S):

CODE OF ALABAMA: 16-1-18.1,
OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1993,
DRUG FREE WORKPLACE ACT OF 1988

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GBRLA
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PERSONNEL RECORDS 6.82

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

I. Each Etowah County School System employee shall have a right to review her/his local school or central office personnel file during normal business hours. No anonymous letters or materials shall be placed in personnel files. Each employee may have included in his/her personnel file a written response to any material contained within the file.

II. Any Etowah County School System employee may request to review her/his personnel file at any time that is mutually agreeable with the Personnel Administrator and when the employee is not engaged in fulfilling employment-related duties. The Personnel Administrator or certified designee must be present during the review. A log shall be maintained documenting any such review.

III. Copies of all materials to be placed in an employee’s record shall be provided to the employee.

IV. Any complaint or materials received by a school official shall be immediately transmitted to the Superintendent or designee. If the material is deemed worthy of an investigation by the Superintendent, it may be investigated. The results of the investigation may be reduced to writing, signed by the superintendent, principal, or other designated official in charge of the complaint, dated, attached to the materials in question, and may be placed in the personnel file of the employee. Any complaint which is not investigated within thirty (30) calendar days of its receipt by the Superintendent shall not be retained but shall be destroyed.

V. The transfer of the personnel file or any parts, summation, or copies of the personnel file of the employee shall be effectuated upon the written request of the employee. The Etowah County School System may transfer an employee’s personnel file or copies or parts thereof to another employer or prospective employer.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-23-1 TO -13, 16-9-27, 16-8-23
ALABAMA OPEN MEETINGS ACT

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GAK
CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYEE SALARY SCHEDULES 6.83

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

   A. All teaching/administrative experience gained in all public elementary and secondary schools and/or state or regionally accredited public institutions of higher learning shall be approved as credit for placement on the salary schedule.

   B. No teaching/administrative experience gained in private elementary and secondary schools shall be considered for credit for placement on the salary schedule.

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

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

III. Payment occurs by the first day of the month. If the first occurs on a weekend, payment will be made on Friday before the first.

REFERENCE(S):

   CODE OF ALABAMA
   16-8-24, 16-23-1 TO -3
   LEGISLATIVE ACT 90-235
   FAIR LABOR STANDARDS ACT OF 1988 AS AMENDED

HISTORY:

   ADOPTED: 2002
   REVISED: JULY 23, 2013
   FORMERLY: GBA, GBRBAB
### CHAPTER 6.00 – HUMAN RESOURCES

#### SALARY DEDUCTIONS 6.85

I. The Etowah County Board of Education will make salary deductions which are required by law, including federal income tax, state income tax, retirement, and other deductions in accordance with applicable laws and regulations.

II. The Board may make certain other salary deductions when 25% of the employees properly request such deductions. The deductions shall be made from salaries earned in at least nine (9) different pay periods and shall be remitted to the appropriate recipient as specified by the employee within ten (10) days following each deduction.

   A. Deductions made for membership dues and voluntary contributions shall be made based upon membership lists and forms provided by the respective organizations.

   B. Authorization for voluntary contributions may be revoked, except for AEA membership dues, by providing a thirty (30) day written notice of revocation.

   C. New authorization for payroll deductions may be added during open enrollment for that specific deduction.

   D. Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee’s final pay.

   E. When amounts have been correctly deducted and remitted by the Board, the Etowah County Board of Education shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make the subject deductions.

#### REFERENCE(S):

- CODE OF ALABAMA 16-22-6

#### HISTORY:

- ADOPTED: 2002
- REVISED: JULY 23, 2013
- FORMERLY: GAL, GALA
CHAPTER 6.00 – HUMAN RESOURCES

OVERTIME – NON-SUPervISORY PERSONNEL

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

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

Payment for overtime shall be made to the appropriate Etowah County School System employee at the next regular pay period if the request is submitted prior to the deadline for the pay period.

REFERENCE(S):

CODE OF ALABAMA
16-22-6, LEGISLATIVE ACT 83-207
FAIR LABOR STANDARDS ACT OF 1988 as amended

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GCAA
CHAPTER 6.00 – HUMAN RESOURCES

TRANSFERS

6.90

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

A teacher may be transferred within the same school or campus in accordance with Alabama Legislative Act 2011-270 (“Students First Act”) once per year by the 20th calendar day after school begins, provided the teacher has the appropriate certification for the position to which he/she is transferred. Tenured teachers may be transferred to another school without reduction in compensation to a position for which he/she is certified with the approval of the Board of Education once per year by the 20th calendar day after school begins.

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

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

Any current employee wishing to transfer to another position for which he or she is qualified may make a request in writing to the Superintendent; the employee does not have to wait for a vacancy to exist before submitting such a request.

REFERENCE(S):

CODE OF ALABAMA
16-1-33; LEGISLATIVE ACT 2011-270

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GBM
I. In accordance with The Code of Alabama §16-1-33 (1975) a reduction-in-force may be declared by the Etowah County Board of Education and layoffs approved thereunder if the Board determines that decreased student enrollment or a shortage of revenues requires a reduction in the work force (beyond normal attrition) in order to maintain effective provision of educational services or to meet the Board’s financial, legal, or operational obligations.

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

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

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

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

- Seniority, longevity, or time in service that will be more specifically described in the notice of layoff that is provided to affected employees
- Years of experience
- Degrees, certification, or licensure
- Job classification
- Status as probationary or non-probationary employee
CHAPTER 6.00 – HUMAN RESOURCES

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

A. The nature of the position and qualifications therefore have not materially changed;

B. The laid-off employee remains properly qualified, licensed, or certified; and

C. The laid-off employee confirms in writing his or her availability for and interest in re-employment to the Board’s Director of Human Resources in accordance with any directives that may be contained in or transmitted in conjunction with the notice of layoff.

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

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

REFERENCE(S):

CODE OF ALABAMA
16-1-33, 16-1-30

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GCKA, GBKA
CHAPTER 6.00 – HUMAN RESOURCES

RETIREMENT  6.92

Any employee who plans to retire shall submit his/her intent in writing to the Etowah County Board of Education through the Superintendent or designee.

REFERENCE(S):

CODE OF ALABAMA
16-25-1

HISTORY:

ADOPTED: 2002
REVISED:
FORMERLY: GBBAC, GBQ
A tenured teacher is not permitted to resign within thirty (30) calendar days before the first day of the next school term for students. A tenured teacher may resign at any other time by given five (5) days’ written notice. Any teacher terminating his/her employment in violation of this policy is guilty of unprofessional conduct, and the State Superintendent of Education may revoke or suspend the teacher’s certificate.

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

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

**REFERENCE(S):**

**CODE OF ALABAMA**

16-24-11, 16-24-12; LEGISLATIVE ACT 2011-270

**HISTORY:**

ADOPTED: 2002

REVISED: JULY 23, 2013

FORMERLY: GBBAC, GBO
The fiscal year for the Etowah County School System shall be October first through September 30th.

**REFERENCE(S):**

**CODE OF ALABAMA**

16-13-1, 16-1-1

**HISTORY:**

**ADOPTED:** JULY 23, 2013

**REVISED:** ______

**FORMERLY:** NEW
CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

BUDGET DEVELOPMENT

I. The Etowah County Board of Education shall provide for the preparation and adoption of the annual budget for the school system. The Board delegates the responsibility for preparation of the budget to the Superintendent and appropriate members of his/her staff. Providers of budget information shall adhere to all state and federal guidelines, and the budget shall be prepared on forms and in accordance with such rules and regulations as may be prescribed by the Alabama State Board of Education and the federal government.

A. Budget development will incorporate a plan to maintain one month’s operating cost as a reserve fund.

B. The budget shall be presented to the Etowah County Board of Education prior to the date set by the State Department of Education for budget submission.

II. Public Hearings – The Etowah County Board of Education shall hold at least two open public hearings pertaining to its proposed annual budget.

A. Copies of the proposed budget shall be provided to the public at each hearing on forms provided by the State Department of Education.

B. The Etowah County Board of Education shall seek input from the public concerning the proposed budget and the allocation of resources.

C. Each hearing shall be held during a scheduled Board meeting in a place and at a time convenient for the general public to attend.

D. The date and time of each hearing shall be publicized in the local media in advance of the hearing. In addition, notice of each hearing shall be posted in a conspicuous place at the central office and at each school, county courthouse and municipal buildings.

III. Proposed Budget – The proposed budget shall:

A. Reflect the total amount of resources available to the Etowah County Board of Education from all funding and revenue sources.

B. Reflect the projected enrollment and the total proposed expenditure by the Board and for each school which shall be available at the public hearings.
CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

C. Clearly delineate the number of teachers, librarians, counselors, administrators and other support personnel projected to be employed at each Etowah County school.

D. Clearly list the operating costs by category or function at each school.

E. Delineate by school those operating resources earned including, but not necessarily limited to, those items contained in the Instructional Support Program of the Foundation Program, designating the amount of funds earned at each school per item based on average daily membership.

IV. Final Adoption Procedures

A. After at least two public hearings have been held, the Etowah County Board of Education and Superintendent shall develop, consistent with state laws, a final budget.

B. The School System annual budget shall become official when it:

1. Has been approved by the Board in accordance with requirements of section 16-13-140 of the Code of Alabama and other pertinent statutory requirements.

2. Has been filed with and approved by the State Superintendent of Education.

C. The Annual School Budget approved by the State Department of Education will be posted on the school systems website.

V. Periodic Budget Amendments

The Board authorizes the Superintendent to review and analyze the School System budget for needed changes and amendments during the fiscal year. Such needed changes shall be recommended to the Board for review and consideration. Any recommended changes shall be made only after a determination is made that the changes will not create deficits or violate State Board of Education policy or state law.

REFERENCE(S):

CODE OF ALABAMA
16-13-140, LEGISLATIVE ACT 97-225

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ________
FORMERLY: NEW
ACCOUNTING AND REPORTING

The Etowah County Board of Education shall, following recommendations by the Superintendent, prescribe regulations for the keeping of accounts and fiscal records and the making of reports by all under the Board’s jurisdiction who are charged with such responsibility. Prescribed regulations shall be consonant with those of the State Board of Education, Division of Administration and Finance of the State Department of Education and with the directives of the State Examiners of Public Accounts. Said accounts and fiscal records shall be available during normal business hours for inspection by the public. They shall be preserved for a five-year period of time or for such period as specified by the State Department of Education or the State Examiners of Public Accounts.

The Superintendent shall develop specific procedures to assure that accounting practices throughout the School System are consistent with generally accepted accounting procedures.

Annual Financial Report
The Board shall publish annually in a public newspaper a complete statement of receipts and disbursements as well as a statement of outstanding funded and unfunded indebtedness of the Etowah County School System for the twelve-month period ending the preceding September 30. This report shall be published during the month of October. Such statements shall be drafted on the forms as required by the State Superintendent of Education and shall be published in accordance with ALSDE rules and schedules.

Annual Status Report
The Board shall provide information to the State Department of Education necessary for said Department to publish an annual status report. Within thirty (30) calendar days after receipt from the State Department of each Annual Status Report on the condition of education in the School System, the Board shall place for public inspection said annual report in its entirety according to the rules and schedules established by the ALSDE.

Inventories
The Board requires that all fixed assets of the Etowah County School system be inventoried and a perpetual inventory record be maintained in the Central Business Office. An inventory audit shall be made annually and shall be comprehensive to assure that all fixed assets are properly accounted.

The Etowah County Board of Education directs that all assets or capital assets shall be inventoried annually. Inventory records of fixed capital assets shall be maintained in the school board’s central office. A supplemental inventory of equipment items not classified as fixed or capital assets shall be maintained.

Audits
The Etowah County Board of Education is audited as required by law by the Department of the Examiner of Public Accounts. Annually, as required by the State Board of Education, local school funds and accounts for which the principal at each school has responsibility shall be audited.
CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

Accountability Reports
The Board shall prepare an Annual Accountability Report for each of its schools. This report shall include but not be limited to the following:

1. A Funding and Expenditure Report which shall include annual budgets and financial statements and any other document which may be necessary to assess the financial stability of the Board;
2. A Student Achievement Report which shall include a comparison of the immediately previous school year with previous years regarding student performance on testing required by the State Board of Education, dropout rates, attendance rates, graduation rates, and any other data deemed necessary by the Board or State Board of Education to inform the public about student achievement in each school.
3. A School Safety and Discipline Report which shall include statistical information relating to student safety and discipline in each school and any other data deemed necessary by the Board of Education to inform the public about safety and discipline in each school.

These reports shall be released to the media, parents, members of the Legislature who represent the area in which a particular school is located and the State Superintendent of Education by December 31.

REFERENCE(S):

CODE OF ALABAMA
16-13A-6, 16-6B-7, 16-8-37, 16-9-28, 41-5-14

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: DFG, DGA, DI, GAI, JHB
CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

BANK RECONCILIATIONS

7.13

All bank accounts of the Etowah County Board of Education and its local schools shall be reconciled to the financial records monthly. The Chief School Financial Officer shall be responsible for verifying that monthly bank statements are reconciled to the financial records on a timely basis that ensures accurate monthly financial statements.

Submission of monthly local school accounting reports shall ensure accurate monthly financial statements and shall be accompanied by a copy of the corresponding bank statement, copy of the bank reconciliation report, report of outstanding encumbrances, and report of accounts payable.

REFERENCE(S):

CODE OF ALABAMA
16-13A-6
FISCAL ACCOUNTABILITY ACT 2006-196

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: DGAB
In consultation with the Superintendent, the Etowah County Board of Education shall appoint a chief school finance officer (CSFO) who shall be an employee of the Board. The Board shall have authority to remove the chief school finance officer as provided for by law.

The chief school finance officer shall meet the minimum job qualifications established by the Etowah County Board of Education and the State Board of Education and shall possess or be eligible to possess certification required pursuant to regulations promulgated by the State Board of Education.

The chief school financial officer shall work under the direct supervision of the local Superintendent of Education but shall have a fiduciary responsibility to the Etowah County Board of Education.

The chief school financial officer shall perform duties as specified by the Board as well as those duties specifically specified by state law. The Superintendent may also assign additional duties to the chief school finance officer in order to provide for the efficient administration of the school system.

REFERENCE(S):

CODE OF ALABAMA
16-13A-5

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: 
FORMERLY: NEW
CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

DEPOSITORY OF FUNDS

The Etowah County Board of Education requires that all funds of the Board, whether federal, state or local, be deposited in banks designated as the depositories of School system funds. The Board shall designate said depositories for the term of the Chief School Financial Officer or when in the opinion of the Board the situation warrants a change.

Depositories shall be located in the County and shall be approved as a qualified depository by the Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer.

All checks in the name of the Board or the local school shall be drawn upon such accounts. All financial transactions of the School System shall be paid by check or electronic funds transfer and no cash payments shall be made.

Principals shall notify the Board prior to changing their school’s current depository of school funds.

Depositories outside the County may be approved for special accounts.

REFERENCE(S):

CODE OF ALABAMA
16-13A-6, 11-1-7
FISCAL ACCOUNTABILITY ACT 2006-196

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: DG, DGA
CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

AUTHORIZED SIGNATURES

Checks drawn on the general fund or any special fund, with the exception of local school accounts, require the signature of the Chief School Financial Officer or his/her alternates as designated by the Etowah County Board of Education. Checks drawn on local school accounts require the signature of the principal.

All checks used by the School System shall be pre-numbered. Checks drawn on Board funds may be signed and processed by electronic means, under the direction of the Chief School Financial Officer or Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-13A-1, 16-13A-8

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GALA, GAL
The Etowah County Board of Education shall retain control of the budget, once adopted, and all officials subject to the Board in the implementation of the budget shall adhere to Board policies.

Line items in the budget may be changed, with Board approval, at any time during the fiscal year provided such change is consistent with existing laws and regulations of the State and Federal government.

The Superintendent shall keep the Board informed concerning the status of the budget, and Board action necessitating expenditures shall be considered sufficient authority to exceed a line item if such action so requires.

REFERENCE(S):

CODE OF ALABAMA
16-13-143, 16-13-144

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW
The Etowah County Board of Education shall not collect fees of any kind from children attending public kindergarten or any of the first six (6) grades of the school system.

No fees shall be collected in secondary schools for courses required for graduation. The Etowah County Board of Education shall set reasonable fees in non-required courses, e.g., reasonable fees for laboratory and shop materials and equipment. Such fees shall be waived for students who cannot afford to pay set fees.

The Etowah County Board of Education may assess a tuition fee for those students residing outside the territory over which the Board has jurisdiction.

REFERENCE(S):  

CODE OF ALABAMA  

16-10-6  

HISTORY:  

ADOPTED: JULY 23, 2013  

REVISED: _______  

FORMERLY: NEW
SCHOOL STORES

The Etowah County Board of Education authorizes the Superintendent to grant permission for the operation of stores selling merchandise that is needed by pupils to facilitate classroom instruction. School stores shall operate as a convenience to the students and shall not in any way interfere with the educational process or cause any student to be in class less than the minimum number of hours in the Etowah County Board of Education approved day.

Separate records, subject to audit, shall be kept for school stores, and profits derived from sales shall be used for general items supporting the school as a whole.

REFERENCE(S):

CODE OF ALABAMA
16-8-9, 16-13A-1

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW
I. Payroll Preparation

A. The Etowah County Board of Education delegates payroll preparation for the payment of employee salaries to the Superintendent or his/her designee. The payroll shall be in accordance with the salary policy approved by the Board, any rules or regulations promulgated by the State Superintendent of Education, and state law.

B. Payroll checks shall be released on the last working day of the month on a twelve (12) month basis, except that December checks/direct deposit statements shall be available on the last work day before Christmas break.

II. Salary Deductions

A. The Etowah County Board of Education will make salary deductions which are considered statutory, including federal income tax, state income tax, retirement, etc., in accordance with applicable laws and regulations.

B. The Etowah County Board of Education will approve salary deductions when a minimum of fifty (50) employees request such deductions as provided by law. The deductions shall be made from salaries and shall be remitted to the appropriate recipient as specified and in a timely manner following each deduction.

C. New authorization for payroll deductions may be added during open enrollment or upon state required enrollments.

D. Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee’s final pay.

E. When amounts have been correctly deducted and remitted by the Etowah County Board of Education, the Etowah County Board of Education shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make the deductions.

F. Whenever an employee is separated from the system prior to the end of the contract period, the terminal pay shall be computed on a per diem basis.
G. All employee deductions which are eligible under Section 125 are to be considered as pre-tax deductions, with the exception of disability policies which are not to be pre-tax premiums.

H. The Board reserves the right to hold salary checks of employees who fail to furnish required data such as signed contracts, retirement forms, I-9 forms, grade reports, etc. Checks will be held only after such an employee has been requested to complete files and has failed to comply.

I. Membership dues for employee organizations may be paid by payroll deduction in accordance with state law. Dues are assessed on an annual basis. Deductions shall be made based upon membership lists and forms provided by the respective organizations. These lists shall be corrected, updated, and returned to the respective organizations in accordance with state law. Deductions shall be made from the membership lists unless an employee revokes authorization for such deductions by providing written notice of revocation on or before September 15. Organizations wishing to set up payroll deduction of membership dues must certify in accordance with the law. Organizations already receiving dues through payroll deduction on the effective date of this policy shall maintain their status through the end of the school year, given the annual basis provided above, and be given the opportunity to certify for the succeeding school year and future years.

REFERENCE(S):

CODE OF ALABAMA
16-22-6, 16-22-7, 16-9-32

HISTORY:
ADOPTED: 2002
REVISED: JULY 23, 2013; JULY 8, 2014
FORMERLY: GAL, GALA, GCA, GBRBAB
TRAVEL EXPENSE REIMBURSEMENT  

The Etowah County Board of Education directs the Superintendent and the CSFO to develop procedures which conform to sound principles of financial accounting and to state regulations for reimbursement of expenses of school personnel and Board members traveling on official school business.

REFERENCE(S):  

CODE OF ALABAMA  
16-8-9, 16-13A-1

HISTORY:  
ADOPTED: 2002  
REVISED: MARCH 20, 2012; JULY 23, 2013  
FORMERLY: CGPD, GBRF, GBBAA, GBRF
PAYROLL DIRECT DEPOSIT

The Etowah County Board of Education requires employees to participate in direct deposit of payroll checks. Forms for indicating the banking institution, employee account number, and other necessary information shall be available through the payroll department.

Payments that cannot be directly deposited shall be mailed to the employee’s home address of record or shall be delivered by other means as directed by the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-8-9, 16-9-32

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: 
FORMERLY: NEW
The following definitions will be used in reporting activity in governmental funds. The Etowah County Board of Education may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

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

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

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

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

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

A. Nonspendable fund balances include amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in-tact. Examples of nonspendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include: inventories, prepaid items, and long-term receivables.

B. Restricted fund balances consist of amounts that are subject to externally enforceable legal restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Examples of restricted fund balances include: restricted grants.
CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

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

REFERENCE(S):

GASB STATEMENT NO. 54

HISTORY:

ADOPTED: JULY 23, 2013
REvised: ______
FORMerLY: NEW
CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

FOOD SERVICE FUNDS 7.31

The Etowah County Board of Education requires that all Child Nutrition Program funds be accounted for in accordance with policies and procedures set forth by the local, state, and federal requirements.

REFERENCE(S):

CODE OF ALABAMA

16-8-8

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: EE, JGH
CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

RESERVE FUNDS 7.33

The Etowah County Board of Education, in accordance with Alabama law, directs that a General Fund reserve fund balance be maintained of an amount not less than one month’s operating expenditures. Operating expenditures shall include all funds necessary to support normal operations of the school district for one month. The Etowah County Board of Education sets as a goal to achieve and maintain a balance equal to one (1) month’s operating reserves. This goal does not replace the legal requirement specified in the previous paragraph.

The Superintendent or Chief School Financial Officer will inform the board, before the Board votes on a budget or budget amendment, if the approval of the budget or budget amendment will prevent the establishment or maintenance of a one-month’s operating balance.

A one-month’s operating balance shall be determined by dividing the General Fund expenditures and fund transfers out by twelve. In determining the General Fund expenditures and fund transfers out, the proposed budget or budget amendment, shall be used.

REFERENCE(S):

CODE OF ALABAMA
16-13A-5, 16-13A-9

HISTORY:

ADOPTED: NOVEMBER 14, 2006
REVISED: JULY 23, 2013
FORMERLY: DMA
Alabama State law requires that school districts collect school taxes equivalent to ten (10) mills in order to participate fully in the Alabama Foundation Program.

REFERENCE(S) : CODE OF ALABAMA

HISTORY: ADOPTED: JULY 23, 2013

REVISED: ________

FORMERLY: NEW
CHAPTER 7.0 – FINANCE AND BUSINESS SERVICES

FOOD SERVICE CHARGED MEALS

The Etowah County Board of Education Child Nutrition Program (CNP) shall not allow adult meals of meals for students in grades 7-12 to be charged. No student “a la carte” items may be charged in Etowah County schools.

Elementary students who have lost or forgotten meal money may, with written authorization from the principal or his/her designee, charge a meal. Monies for these charged meals will be charged back to the principal by the Child Nutrition Program. Only school funds from a non-public source (such as PTA or donated funds) may be used for the payment of these charged meals.

Records of all charges and repayments must be maintained by CNP officials. Charges must be collected by the end of the school year or must be repaid from funds other than CNP funds. Documentation of efforts to collect for charged meals must be maintained.

Each local school principal and CNP manager shall develop a contingency plan to provide meals to students in the event a student is without meal payment funds.

REFERENCE(S):

CODE OF ALABAMA
16-13A-1

HISTORY:

ADOPTED: FEBRUARY 6, 2007
REVISED: JULY 23, 2013
FORMERLY: EE, JGH, EEA, JGHA
The Superintendent and the designated Chief School Financial Officer (CSFO) shall be bonded at an amount fixed by the State of Alabama in a reputable surety company authorized to do business in Alabama. A certified copy of such bond shall be recorded by the Probate Judge in the Etowah County Probate Office and placed on file with the State Department of Education.

The Superintendent or his/her designee shall secure surety bonds, in an amount agreed upon by the Board, for all employees of the Etowah County School System who may be charged with the responsibility for handling public school funds.

The Board shall be authorized to make payment from public funds for surety bonds.

REFERENCE(S):

CODE OF ALABAMA
11-1-7, 16-13A-12

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ________
FORMERLY: NEW
Any Etowah County school employee or other person shall be personally liable for creating any bill of indebtedness against a school or against the Etowah County Board of Education unless authority exists under duly adopted policy of the Etowah County Board of Education or unless authorized in writing by the Superintendent. Any employee violating the provisions of this rule may be subject to cancellation of his or her contract or dismissal from employment.

**Bonded Indebtedness**
The Etowah County Board of Education shall not incur any bonded indebtedness that shall require annual payments on the principal and interest in excess of eighty percent (80%) of the anticipated revenue of the ad valorem tax, gross receipts, and/or other taxes pledged to retire such bonds.

All proposed bond issues for the Etowah County School System shall be recommended by the Superintendent and approved by the Board and State Superintendent of Education prior to offer for sale.

**Current Indebtedness**
Tax proceeds, which are not pledged to retire bonded indebtedness, shall be used for current expenses. All funds borrowed for current expenses shall be repaid before the end of the fiscal year in which such funds are borrowed.

The Board shall not spend or obligate to spend more money in any fiscal year than the income received during that year plus the balance on hand at the beginning of said fiscal year.

**REFERENCE(S):**

**CODE OF ALABAMA**
16-13-70, 16-13-144, 16-13-145, 16-13-140

**HISTORY:**

**ADOPTED:** JULY 23, 2013
**REVISED:**
**FORMERLY:** NEW
INSUFFICIENT FUNDS AND WORTHLESS CHECKS

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

Uncollected NSF checks may not be written off. Necessary actions must be taken to collect the check amount in compliance with and through the District Attorney’s Worthless Check Unit. Documentation of those actions and procedures are to be maintained. A NSF fee (the maximum charge allowed by law) must be charged to the check writer for all returned checks whether collected or not. NSF fees may not be waived for any reason. Non-public funds must be used to cover any NSF check in state, federal or public funds accounts.

NSF fees shall be deposited in a separate, non-public activity account. This non-public activity account can then be utilized to transfer funds to the appropriate state, federal or public fund to cover the amount of any NSF check.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-13A-1

HISTORY:

ADOPTED: SEPTEMBER 9, 2008
REVISED: JULY 23, 2013
FORMERLY: EJAAA
CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

PURCHASING

I. Local Purchasing

A. Pursuant to state law, the Board, when purchasing personal property or contractual services, shall give preference to commodities produced in Alabama or sold by Alabama persons, firms or corporations.

B. The Etowah County Board of Education shall not be limited to making purchases within the local community or the state of Alabama when such local purchases within the local community or the state of Alabama do not meet the quality or competitive price of goods or services available from vendors outside the local community or state of Alabama.

C. Preference may be given to a local vendor having a place of business in the county or municipality for the purchase of personal property, when a bid submitted by such a resident bidder is no more than three (3) percent greater than the bid of the lowest responsible bidder.

D. Etowah County Board of Education shall require that a requisition/purchase order system be established and followed.

E. A purchase order or Board-approved purchase card shall be required for all purchases. The purchase order shall be approved/signed by principal/worksite supervisor or Superintendent or designee prior to the purchase of any material, goods, services, or equipment.

F. Failure to complete or secure proper purchase order approval(s) prior to any purchase will result in the individual(s) making the invalid purchase personally responsible for payment of the purchase. Any exceptions must be based on standards of reason that would be acceptable for consideration.

G. The Board shall not spend or borrow funds in excess of anticipated revenues plus any balances on hand, except as provided by the Code of Alabama.

H. No payment shall be made by the Chief School Financial Officer which exceeds ten (10) percent in any program area in the budget except as authorized by the Superintendent and the Board.
CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

I. All financial transactions of the Etowah County School System shall be paid for by check and no cash payments shall be made.

J. No purchases shall be made which obligate the income of a subsequent school year nor shall any purchases be made which encumber a School System fund or local school fund or account beyond the available resources of that fund or account.

II. Emergency Purchases

The Etowah County Board of Education grants the Superintendent the authority to approve purchases over the current maximum amount set in the State Bid Law (currently $15,000) for labor, services or work, materials, equipment, supplies, other personal property or contracted services in emergency situations. Such situations shall be critical to the continued and efficient operation of the school and of the system. In all cases, the Superintendent shall be required to apprise the Board at its next regular meeting of any such emergency purchases.

REFERENCE(S):

CODE OF ALABAMA
41-16-50, 41-16-51, 41-16-57, 39-2-1 et seq.

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: DJE, GBBAA, GBBAC, DJEA
CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

BIDDING 7.61

The Etowah County Board of Education directs that expenditures of public school monies in excess of $15,000 made by the Board for labor, services, work, the purchase or lease of materials, equipment, supplies or any other personal property, with limited exceptions established by state law, shall be contracted by free and open competitive bidding with sealed bids and shall be awarded to the lowest responsible bidder meeting specifications.

All purchases associated with public works contracts (building, construction, renovation, demolition, etc. of capital projects) in excess of the current amount set by the State Public Works Bid Law (currently $50,000) shall be made by contractual agreement via free and open competitive bidding in compliance with the Code of Alabama, Title 39.

REFERENCE(S):

<table>
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HISTORY:

| ADOPTED: JULY 23, 2013 |
| REVISED: |
| FORMERLY: NEW |
The Etowah County Board of Education shall be advised by the Superintendent in the event that certain real or personal property is no longer needed for public school purposes. Prior to presentation to the Board, the Superintendent shall determine that the property is not needed by any Etowah County school facility. The Superintendent is authorized to store property for later use if that property is determined to have value and the Superintendent believes the property will be used in the future by a Etowah County School System facility.

The Board, upon receipt of such report, may at such time as it deems proper and at its discretion declare that such property is no longer needed for public school purposes.

Once real property is declared as surplus by the Etowah County Board of Education, the Superintendent or his/her designee shall be authorized to take appropriate action in disposing of such property as outlined below:

A. Obtain an appraisal(s) reflecting the fair market value of all real property and significant personal property.

B. Notify local governmental authorities that such property is no longer needed for school purposes and invite a proposal if there is a need for such property.

C. Follow the procedures in the manner prescribed by state law for the sale of real property.

D. Upon receipt of the final bid, a recommendation shall be made by the Superintendent for Board action.

REFERENCES:

CODE OF ALABAMA
16-8-40, 41-5-14

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: DO
The principal or designee shall notify the following individuals when any Etowah County School System property has been vandalized, stolen, or lost:

A. The proper law enforcement agency immediately to provide such information as may be available if the property is believed to have been stolen;

B. The system office by telephone; and

C. In writing with a copy of such notice being sent to the Superintendent or the clerk of fiscal assets.

The custodian of the property records, or their designee, shall prepare a written report and recommendation to the Superintendent if the property is not recovered within thirty (30) days of notification.

The Superintendent shall report to the Etowah County Board of Education any property that has been lost or stolen if not recovered within thirty (30) days after the discovery of the loss or theft except major losses shall be reported to the Board immediately. Such a report shall include a recommendation that the property record be made inactive and any information applicable to personal liability shall also be reported.

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _______
FORMERLY: NEW
The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the Etowah County School System. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number, and shall be consistent with all controlling requirements of Alabama statutes and rules. School inventories shall be verified by administration at the Superintendent’s direction.

I. All equipment that has a value or cost specified by the Etowah County Board of Education shall be listed.

II. Property inventories shall be performed annually. It shall be each principal’s duty to designate a person to make an annual inventory of all school property within his/her building(s). This report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. Such inventory shall be verified by the central office and filed with the central office either at the time designated in writing by the property control officer or at the time of any principal’s resignation.

III. Any incoming principal and the facilities supervisor shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the central office to identify any shortages or discrepancies.

IV. The principal shall also be responsible for inventories of properties not listed in section I above such as library books, films and tapes, and other materials as deemed appropriate. These inventory records shall remain on file in the individual school.

V. The Superintendent shall prescribe the procedures for the accountability of property.

VI. All equipment purchased by the various school organizations or by outside organizations for school or system use shall become Etowah County Board of Education property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.

VII. The Superintendent or designee shall maintain a current and perpetual inventory of all stock in Etowah County Board of Education warehouses and shall file an annual end-of-the-year report of the count and value of such items with the finance department.
CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

REFERENCE(S):

CODE OF ALABAMA
16-1-2, 16-8-9

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _____
FORMERLY: NEW
Purchase orders are required by the Etowah County Board of Education for all materials, equipment and supplies paid for from funds of the Etowah County Board of Education.

“Blanket” purchase orders may be issued by the Purchase Order clerk to vendors from whom materials are purchased on a regular basis. This blanket purchase order will be valid only during the month in which it is issued.

No purchases shall be made which obligate the income of a subsequent school year nor shall any purchases be made which encumber a school system fund or local school fund or account beyond the available resources of that fund or account.

REFERENCE(S):

CODE OF ALABAMA
16-13A-5, 16-13A-6, 41-16-50

HISTORY:

ADOPTED: JULY 23, 2013
REvised: ______
FORMERLY: NEW
In accordance with the Code of Alabama §16-1-8.1 (as amended by Act 99-389), the Etowah County Board of Education may elect to participate in the state purchasing card program when. When feasible, the program will be utilized in all schools within the system. The goal in providing this service is to promote educational excellence in schools by facilitating the purchase of needed classroom instructional supplies and equipment.

REFERENCE(S):

CODE OF ALABAMA
16-13A-5, 16-13A-6, 16-1-8.1 as amended

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: 
FORMERLY: NEW
CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY  7.67

I. Acquisition

A. All property purchased through system funds, internal funds, or donations from outside sources shall be acquired using system purchasing procedures.

B. All property, including vehicular equipment, shall be under the full control and name of the Etowah County Board of Education.

C. All property with a value of five thousand dollars ($5,000.00) acquired through internal accounts or donations shall be reported immediately by the principal or worksite supervisor to the designated property records office on the prescribed forms.

D. Principals and supervisors of facilities shall be responsible for determining that all property is identified and accounted.

II. Exchange - Each principal and supervisors of facilities shall determine the property needs for his/her school or department. The Etowah County principal or system department head shall declare any property which is not needed, upon approval of the designated property control office, and may requisition additional property through proper procedures.

A. Surplus property shall be reported on proper forms to the designated property records office which shall be responsible for acquiring and storing the surplus property.

B. Property items with a value as established in section I, paragraph C above may be exchanged between system departments and schools when approval is granted by the designated property records office and subsequently by the appropriate Etowah County administrator. Notification of each approval shall be filed in writing with the designated property records office to adjust property records of schools and system departments.

C. Etowah County Board of Education equipment (including vehicles) shall not be used for gainful outside employment or private use of employees or by any for profit group or organization.

REFERENCE(S):

CODE OF ALABAMA
16-8-9, 16-8-40, 36-25-1

HISTORY:

ADOPTED: MARCH 4, 2008
REVISED: JULY 23, 2013
FORMERLY: FF, KO

8/2/2013, 7:28 AM  Page 1 of 1  ETOWAH COUNTY 7.67
The Etowah County School System shall promote good vendor-system relations through honest and fair business transactions. The Board and its employees shall seek to secure quality services and products in the most economical manner. Favoritism of certain vendors shall not be the policy of the Board.

No member of the Board or employee of the Board shall accept a thing of value from any person, agency, or company doing or desiring to do business with the Etowah County School System. A thing of value is defined by the Code of Alabama, §36-25-1(32) as any gift, benefit, favor, service, gratuity, tickets or passes offered only to public officials, unsecured loan not made in the ordinary course of business, reward, promise of future employment, or honoraria. The terms specifically exclude campaign contributions; insignificant seasonal gifts; hospitality on a social occasion of food, beverages, tickets, and lodging of three (3) consecutive days or less; reasonable transportation, food, beverages and lodging incident to educational or informational purposes; promotional items commonly distributed to the public; and food and beverages of nominal value.

REFERENCE(S):

CODE OF ALABAMA
36-25-1(32), 16-8-9, 36-25-5 TO -7

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: _____
FORMERLY: NEW
CHAPTER 7.00 - FINANCE AND BUSINESS SERVICES

RISK MANAGEMENT INSURANCE 7.70

I. No new policy or procedure will be adopted or approved by the Etowah County Board of Education without first giving careful consideration to the School System’s risk exposure.

II. When the purchase of insurance coverage is deemed necessary, such purchase will be made on the basis of service offered by the insurer or self-funded programs, the reliability and financial stability of the insurer or self-funded program, and the price of the coverage as competitively determined.

III. Insurance Coverage – The Etowah County Board of Education shall insure for:

A. Full value of all property for which it has title, including but not necessarily limited to buildings and contents.

B. Errors and omissions liability coverage to protect Board members, Board employees and the school system.

REFERENCE(S):

CODE OF ALABAMA
16-8-42

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: EDB, JGA
CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

LOCAL SCHOOL ACCOUNTING 7.81

I. General

A. The principal shall be responsible for the proper handling of all business affairs in the school. This includes the establishment of bank depository accounts, savings accounts, receipt and disbursement of funds, financial records and reports. The principal, as trustee, is responsible for replacement of student activity money improperly spent.

B. All money collected from students on school premises and all money collected at school-sponsored activities, on or off the premises, shall be accounted for through the school accounting system.

C. The use of a change cash account should be avoided if possible. If change cash funds are established, they may be used only to initiate the daily operation of school stores, school sponsored events and lunchrooms. Purchases may not be paid for from such funds. However, lunchroom managers may refund student meals, only for the purpose of overpayment upon withdrawal of a student or at the end of the school year from their change cash fund, with proper documentation.

D. Funds shall not be transferred from one account to another by borrowing or otherwise, except as authorized in writing by the principal, faculty sponsor, and student representative if applicable. (Note: In no circumstance shall funds be transferred from public to non-public accounts.)

E. All funds collected in a school shall be expended for the expressed purpose for which they were collected. All funds generated from continuing or recurring events, school store or athletic events should be used to support that activity and other purposes that will benefit the student body.

F. No contributions to fund-raising drives for charitable organizations may be made from the school's public funds. However, funds may be collected for such a purpose and should be recorded (receipts and disbursements) in the Accommodations Account.

G. Failure to follow school system rules and requirements for the proper receipt, management, reporting, depositing, and/or disbursement of funds shall result in disciplinary action and/or legal prosecution.
CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

II. Cash Receipts

A. Extreme care must be taken when receiving and recording receipts of cash by the school. The school principal is responsible for safeguarding this money and maintaining accurate records indicating the purpose for which this money is received. All funds received should be accounted for by a pre-numbered receipt form.

B. All money received must be deposited in the school’s checking account. This checking account is to be an interest bearing account established in a bank that is approved as a qualified depository by Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer.

C. All money received by the school should be deposited no later than the first business day following receipt of the money.

D. Money should never be kept in a school building overnight except change cash funds established to initiate the daily operation of school stores, school-sponsored events and lunchrooms. The principal, bookkeeper, or other school personnel shall not carry money on his/her person or keep money at home until it is convenient to deposit it.

III. Purchasing

A. The principal must ensure that good, sound business practices are followed regarding the purchase of goods and/or services from the school’s funds. In order to control the purchasing, the principal should determine the need for the goods and/or services and the availability of funds, and then approve or disapprove the proposed purchase.

B. A purchase order or Board-approved purchase card shall be required for all purchases. The purchase order shall be approved/signed by principal/worksite supervisor or Superintendent or designee prior to the purchase of any material, goods, services or equipment.

C. A student body organization shall not be obligated for purchases made by students, sponsors, faculty, and others unless supported by a local school purchase order signed by an authorized person.

D. No purchases shall be made which obligate the income of a subsequent school year nor shall any purchases be made which encumber a local school fund or activity beyond the available resources of that fund or activity.
CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

IV. Cash Disbursements

A. The principal must ensure that all disbursements from the schools' funds are adequately documented and are made only by check. No petty cash funds shall be maintained, except those established to initiate the daily operations of school stores, school sponsored events and lunchrooms.

B. All disbursements shall be made by check to a specific payee. No check shall be made payable to cash. No other payments should be made by cash.

V. Reporting

A. A cumulative and systematic record shall be kept of all accounts between the Board and individual schools in order that schools shall be responsible for their financial obligations and shall operate within budget regulations and individual school allocations approved by the Superintendent and the Board.

B. Each local school principal shall prepare a monthly financial report, to include all school accounts, and submit a monthly financial report signed by the person preparing report and principal to the Superintendent for inclusion in the School System's monthly annual financial reports.

REFERENCE(S):

CODE OF ALABAMA
16-13-32, 16-13A-1, 16-13-235

HISTORY:

ADOPTED: 2002
REVISED: JULY 23, 2013
FORMERLY: GAI, JHB
### SHORT-TERM NOTES

| Code  | 7.91 |

In accordance with state law, the Etowah County Board of Education has the authority during any fiscal year, and upon recommendation of the Superintendent, to borrow money in anticipation of current revenues for that fiscal year and to pledge the current revenues for said fiscal year for the payment of such loan or loans if funds on hand are not sufficient to meet current expenses. All such loans shall be recommended by the Superintendent and approved by the Board. Rates of interest on any loans shall not exceed the maximum allowed by law.

**REFERENCE(S):**

- CODE OF ALABAMA
  - 16-13-145

**HISTORY:**

- ADOPTED: JULY 23, 2013
- REVISED: _______
- FORMERLY: NEW
In order to promote academic excellence and recognize significant contributions to education, the Etowah County Board of Education may expend public funds for the purchase of trophies, plaques, academic banquets, and other appropriate honors to recognize academic achievements (including athletics) by students, faculty, staff, and the public that strengthen public education in the school system and the state of Alabama.

Non-public activities including parent organizations may give prizes and awards of nominal value to students and employees of the Board for any reason deemed appropriate and approved by the organization in documented minutes of the organization.

**REFERENCE(S):**

**CODE OF ALABAMA**

- 16-13A-8

**LEGISLATIVE ACTS 95-313 AND 95-314**

**HISTORY:**

- **ADOPTED:** JULY 23, 2013
- **REVISED:** ______
- **FORMERLY:** NEW
The Etowah county Board of Education grants authority to the Superintendent, subject to applicable laws, policies, and Board-approved budget limitations, to expend funds for budgeted operating expenditures, without advance Board approval of specific expenditures. All such expenditures shall be included in the monthly expenditure report to the Board. Any contract entered into by any employee of the Etowah County School System or any designee for duration of twelve (12) months or longer shall be approved by the Board.

The Etowah County Board of Education grants authority to the Superintendent to act on behalf of the Board in the following matters:

1. To apply for federal and/or other grants;

2. To enter into contracts and/or lease purchase plans; and

3. To serve as authorized representative for selection of surplus property.

REFERENCE(S):

CODE OF ALABAMA
16-8-9, 16-13-32, 16-13A-6, 16-13A-8

HISTORY:

ADOPTED: JULY 23, 2013
REvised: ______
FORMERLY: NEW
The Superintendent shall develop a safety program for Etowah County Board of Education approval which meets the standards set forth by the Alabama State Department of Education. The program shall ensure that:

I. Employees shall cooperate with the law enforcement and local safety agency officials in providing safe conditions for students.

II. All Etowah County School System employees strive to protect the physical welfare of each student.

III. Employees remove hazards or report their existence to an immediate supervisor.

IV. School alarm systems are monitored. Any malfunction shall be reported for immediate repair.

REFERENCE(S):

CODE OF ALABAMA
16-1-2, 16-1-7, 16-8-9, 16-9-18

HISTORY:

ADOPTED: APRIL 19, 1999
REVISED: DECEMBER 15, 2003; JULY 23, 2013
FORMERLY: EBB
As part of a comprehensive safety and loss control program, the Etowah County Board of Education requires that all Etowah County School System-owned property be inspected regularly for potential safety hazards. These inspections should be conducted by the person responsible for managing the site. Hazardous conditions identified within the inspection report should be reported to the maintenance department or other appropriate staff for correction. A written report of all safety inspections shall be submitted to the Superintendent and placed on file.

REFERENCE(S):

CODE OF ALABAMA
16-9-18, 16-1-2

HISTORY:

ADOPTED: APRIL 19, 1999
REVISED: DECEMBER 15, 2003; JULY 23, 2013
FORMERLY: EBBF
The Etowah County Board of Education requires that at least one (1) emergency drill be held at each school during each month school is in session, including summer school session(s). Emergency drills include fire drills, severe weather drills, and lock down or “code red” drills as described in the school and system safety plans.

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

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

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

REFERENCE(S):

CODE OF ALABAMA
16-1-44
LEGISLATIVE ACT 2013-329

HISTORY:
ADOPTED: APRIL 19, 1999
FORMERLY: EBBC
SANITATION 8.20

Each Etowah County School System principal or work site supervisor or designee, shall be responsible for maintaining satisfactory standards of sanitation and housekeeping.

REFERENCE(S):
CODE OF ALABAMA
16-8-8, 16-8-43

HISTORY: ADOPTED: APRIL 19, 1999
REVISED: NOVEMBER 6, 2000; DECEMBER 15, 2003; JULY 23, 2013
FORMERLY: EBE, EEB
CHAPTER 8.00 - AUXILIARY SERVICES

VEHICLE INSPECTIONS

All Etowah County Board of Education buses used for the transportation of children shall be inspected both monthly and annually in accordance with standards established by the State Department of Education.

Any vehicle found to be deficient shall be removed from service and shall not be used to transport students until the appropriate repairs have been made and further inspection reveals that the deficiency has been removed.

REFERENCE(S):

CODE OF ALABAMA
16-27-5

HISTORY:

ADOPTED: APRIL 19, 1999
REVISED: DECEMBER 15, 2003; JULY 23, 2013
FORMERLY: EDC
CHAPTER 8.00 - AUXILIARY SERVICES

SPECIAL USE OF SCHOOL BUSES  8.31

School buses may be used for student trips or excursions to enhance instructional activities. The use of a school bus for such trips shall be strictly governed by regulations adopted by the Board and/or established by the Superintendent or administrative staff.

Application for the use of any school bus must be submitted to and approved by the Superintendent or his/her designee at least four (4) days prior to the date of anticipated use. Only qualified, licensed school bus drivers shall drive school buses on any trip or excursion, and the expenses thereof shall be paid by the local school. Only school pupils, school personnel, and appropriate school patrons shall be permitted to ride the bus on such trips. A teacher who is regularly employed by the Board shall ride the school bus at all times when making such trips. In addition, appropriate school patrons may be used as chaperones.

The use of a school bus for a student trip or excursion shall not interfere with the regular transportation of students to and from school.

Each school must submit accurate mileage for the trip from the time the school bus leaves the driver’s home or school until the school bus returns. Each school must submit to the Board a check for each mile traveled at the reimbursement rate currently approved by the Board. All damage beyond regular wear and tear will be paid for by the local school, other than damages resulting from an accident.

The Etowah County Board of Education will waive the mileage reimbursement charges for certain trips. In years of proration or other financial crisis, the Board shall determine if a waiver may not be possible. Trips for which mileage fees may be waived include:

- Academic Competition – those events sponsored by the Etowah County School System where all schools are asked to participate and supplements are paid to sponsors. Compensation for the driver(s) will remain the responsibility of the local school.
- Band Performance – regular scheduled performances where students are representing the school. Weekend competitions (marching festivals, etc.) are not included in this waiver. Compensation for the driver(s) will remain the responsibility of the school or a booster organization.
- Athletic Competition – regular scheduled athletic events and State-sanctioned play-offs. Compensation for the driver(s) will remain the responsibility of the local school. A maximum number of buses to be used for each trip will be established by the Superintendent based on the previous year’s usage. Additional buses may be used and appropriate charges shall be paid by the school.

REFERENCE(S):  

CODE OF ALABAMA  
16-8-8, 16-27-1

HISTORY:  
ADOPTED: APRIL 19, 1999  
REVISED: DECEMBER 15, 2004; JULY 23, 2013  
FORMERLY: EDDA
CHAPTER 8.00 – AUXILIARY SERVICES

CHILD NUTRITION PROGRAM  8.40

I. The Etowah County Board of Education shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.

II. It is an objective of the Etowah County School System that all students have the opportunity to participate in the school lunch program. The Child Nutrition Program Director shall determine, in accordance with federal regulations, those students eligible for free or reduced price lunches.

III. The Etowah County Board of Education Child Nutrition Program (CNP) lunchrooms shall incorporate food safety practices as outlined under Hazard and Critical Control Point (HACCP) guidelines. Standard Operating Procedures (SOPs) shall be developed for handling, storage, preparation, and serving of all foods.

IV. Students are prohibited from bringing carbonated beverages and/or fast food items in their original containers into the school lunchrooms.

V. The Superintendent is instructed to develop all policies and procedures in compliance with state regulations.

REFERENCE(S):

CODE OF ALABAMA
16-8-9, 16-22-3
PUBLIC LAW 91-248 PART 245, PUBLIC LAW 108-265 SECTION 204

HISTORY:

ADOPTED: APRIL 19, 1999
REVISED: JUNE 26, 2006; JULY 23, 2013
FORMERLY: EE, IDB, JGH
CHAPTER 8.00 - AUXILIARY SERVICES

MEAL PATTERNS

All Etowah County schools with grades PreK-12 shall participate in the Child Nutrition Program and shall serve student meals according to meal patterns established by the United States Department of Agriculture.

The principal is responsible for scheduling adequate lunch time for students between the hours of 10:00 a.m. and 2:00 p.m. Variations from this schedule must have the approval of the Superintendent or designee.

REFERENCE(S):

CODE OF ALABAMA
16-8-9

HISTORY:

ADOPTED: JUNE 26, 2006
REVISED: JULY 23, 2013
FORMERLY: IDB
CHAPTER 8.00 – AUXILIARY SERVICES

FACILITIES 8.50

It shall be the responsibility of the Etowah County Board of Education and Superintendent to develop and/or implement plans that will meet the present and future educational requirements of the community consistent with state laws. To discharge this responsibility effectively, the Board shall develop a long-range capital plan to meet the school facility-related requirements of the system.

The Board will involve administrators, teachers, students, parents, local citizen groups, specially designated committees, and technical personnel, e.g., architects, planners and approved outside consultants in the design, development and/or revision of the long-range capital program.

Subject to Board approval, the Superintendent is authorized to secure the services of experts, including planning and architectural consultant(s), in the area of school planning, to work with staff in developing project specifications.

New construction or renovation at school facilities shall have the approval of the State Superintendent of Education.

REFERENCE(S): CODE OF ALABAMA
16-9-17, 16-9-18, AAC §290-2-2-03(1)

HISTORY: ADOPTED: JULY 12, 1999
REVISED: DECEMBER 15, 2003; JULY 23, 2013
FORMERLY: FD
SUPERVISION OF CONSTRUCTION 8.51

The Superintendent or designee shall provide to the Etowah County Board of Education a review of the architect’s activities in his/her supervision of any building construction. This review shall include adequacy of field inspection of the contractor’s operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the school system. The Superintendent or designee shall make periodic reports certifying that the work of the construction contractor and the architect are being performed in accordance with plans, specifications and contracts.

Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance will be made to the Etowah County Board of Education by the Superintendent.

Orientation of school personnel to new or expanded facilities shall be the responsibility of retained architects and shall precede any administrative recommendation for final acceptance of any project.

REFERENCE(S):

CODE OF ALABAMA
16-9-17, 16-9-18, 16-13-90

HISTORY:

ADOPTED: JULY 12, 1999
REVISED: DECEMBER 15, 2003; JULY 23, 2013
FORMERLY: FGF
Any individual or group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal and Superintendent for Etowah County Board of Education approval. Any such improvement or addition shall become the property of the Board. Permanent structures shall have utilitarian value in the operation of the school or may be erected in memory of an individual who has been associated with the school either as a student or Etowah County School System employee or in honor of an organization which has made some outstanding contribution to the school or system.

All improvements or additions must meet current building codes, including the Americans with Disabilities Act and State Department of Education Bulletin 1983-26 as amended.

**REFERENCE(S):**

**CODE OF ALABAMA**

16-8-9, 16-8-40

**HISTORY:**

**ADOPTED: JULY 23, 2013**

**REVISED: ______**

**FORMERLY: NEW**
I. The Etowah County School System shall develop a comprehensive technology and telecommunication plan for administrative and instructional purposes. The plan shall advance and promote public education consistent with technology advances and availability of resources. To the extent feasible, it shall promote access, collaboration, and information sharing between and among schools, system offices, and the global community and include provisions for protecting students from access to inappropriate and prohibited information and materials.

II. The Superintendent or designee shall be responsible for establishing and authorizing use of technology, telecommunications services and networks consistent with the telecommunication plan which shall be presented to the Etowah County Board of Education for approval. Such plan shall be updated periodically and submitted for Board review and approval.

III. Such guidelines shall be broadly distributed and/or posted in appropriate locations. Such guidelines shall address computer room access, sale of computer services, acceptable use, proper etiquette, security, vandalism, harassment, and supervision of student use by staff. Any user violating such guidelines shall be subject to denial of school-based access and such other legal or disciplinary actions as are appropriate to the violation.

IV. Etowah County School System computers, network access, and other information resources such as electronic mail (e-mail) are provided for staff use to support the system’s mission and goals. Access by staff and students to inappropriate and prohibited information and materials shall be limited by the use of appropriate software. All such resources are Etowah County Board of Education property and subject to the same rules for use as other physical property. In addition, the following rules shall apply:

A. Use of information resources should be limited to legitimate educational purposes. Programs for personal use should be avoided. Use for illegal or commercial purposes is prohibited.

B. E-mail, World Wide Web pages, and other forms of electronic documentation:

1. Users shall not be obscene and shall not access or use abusive language or other inappropriate material.

2. User information will require the same handling as other public records.
CHAPTER 8.00 - AUXILIARY SERVICES

C. User accounts and passwords must not be shared except where authorized. The person in whose name an account is issued is responsible for its proper use at all times.

D. Copyright and license agreements will be respected; no unauthorized copies of programs or files will be made.

E. Users shall not take unauthorized actions which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, or destroy the data or service of the computer or network systems. (Access to data storage accounts and services are limited to selected personnel.)

F. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including chain letters and jokes, is not authorized.

G. Users must avoid spreading computer viruses. Users may not download files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

H. Connection of non-system-owned devices to the School System technology network must be approved by the Technology Coordinator or his/her designee.

V. The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no expectation of privacy when using Etowah County Board of Education provided equipment and network resources.

VI. Users must acknowledge their understanding of all policies and guidelines on a yearly basis by reading and signing the applicable Etowah County School System Acceptable Use Policy. The Etowah County School System will annually update the Acceptable Use Policy for Students and the Acceptable Use Policy for Employees. See Policy 5.90.

REFERENCE(S):

CODE OF ALABAMA

16-8-9

CHILDREN’S INTERNET PROTECTION ACT

HISTORY:

ADOPTED: JUNE 17, 2002

REVISED: DECEMBER 15, 2003; JULY 23, 2013

FORMERLY: IFBG; IFBGA
The Superintendent is authorized to establish procedures governing the storage, use, and sharing of data maintained electronically by the school system. Such procedures shall comply with applicable state and federal law and shall include provisions for data security (including physical security measures), access controls, quality control, and data exchange and reporting (including physical security measures), third party data use). Nothing in this policy or in any procedures authorized hereunder creates or expands any entitlement to confidentiality of records beyond that which is established by law or specific Board policy. Any unauthorized access, use, transfer, or distribution of Board data by any employee, student, or any other individual may result in disciplinary action (up to and including termination for employees) and other legal action.

REFERENCE(S):

CODE OF ALABAMA

HISTORY: ADOPTED: July 7, 2016
CHAPTER 8.00 - AUXILIARY SERVICES

REMOTE ACCESS TO SYSTEM NETWORK 8.61

Purpose
The purpose of this policy is to define standards for connecting to the Etowah County Board of Education network from any internet host. These standards are designed to minimize the potential exposure of the Etowah County Board of Education to damages which may result from unauthorized use of Etowah County Board of Education resources. Damages include the loss of sensitive or confidential data, intellectual property, damage to public image, or damage to critical Etowah County Board of Education internal systems, etc.

Scope
This policy applies to all Etowah County Board of Education employees, contractors, vendors, and agents where a computer workstation or network capable device is used to connect to the Etowah County Board of Education network. This policy applies to all remote access connections to the Etowah County Board of Education network including those remote access connections used to do work on behalf of the Etowah County Board of Education, including reading or sending email and viewing intranet web resources. Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, and capable modems, etc.

Policy
It is the responsibility of the Etowah County Board of Education employees, contractors, vendors and agents with remote access privileges to the Etowah County Board of Education corporate network to ensure that their remote access connection is given the same consideration as the user’s on-site connection to the Etowah County Board of Education. General access to the Internet for recreational use by immediate household members through the Etowah County Board of Education Network on personal computers is not permitted. The Etowah County Board of Education employee is responsible to ensure that family members do not violate any Etowah County Board of Education policy, do not perform illegal activities, and do not use the network access for outside business interests. The Etowah County Board of Education employee bears responsibility for the consequences should the access be misused.

Requirements
1. Secure remote access must be strictly controlled. Control will be enforced via one-time password authentication or public/private keys with strong pass-phrases.
2. At no time should any Etowah County Board of Education employee provide their login password to anyone, not even family members.
3. Etowah County Board of Education employees and contractors with remote access privileges must ensure that their Etowah County Board of Education owned or their personal computer or workstation, which is remotely connected to the Etowah County Board of Education corporate
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network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.

4. Etowah County Board of Education employees and contractors with remote access privileges to the Etowah County Board of Education corporate network must not use non-Etowah County Board of Education email accounts (i.e., Hotmail, Yahoo, AOL), or any other external resources to conduct Etowah County Board of Education business, thereby ensuring that official business is never confused with personal business.

5. Reconfiguration of a home user’s equipment for the purpose of split-tunneling or dual homing is not permitted at any time.

6. All hosts that are connected to the Etowah County Board of Education internal networks via remote access technologies must use anti-virus software available for their personal computers that has been recommended by the Etowah County Technology Operations Department.

7. Personal equipment that is used to connect to the Etowah County Board of Education corporate network must meet the requirements of the Etowah County Board of Education owned equipment for remote access.

8. Organizations or individuals who wish to implement non-standard remote access solutions to the Etowah County Board of Education production network must obtain prior approval from the Etowah County Technology Operations Department.

Enforcement
Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Technical Support
Technical support for home users will not be supported after hours. Limited technical support will be provided for home users by the Technology Operations Department during established working hours but will not receive priority over school or government offices.

Release
Remote access users agree to be bound by this agreement unless written notification is provided to the Etowah County Board of Education, Human Resources Department. Non-acceptance of this agreement will deny access for home usage. Users of this agreement also accept to hold harmless agents of Etowah County Board of Education and agree to accept remote access “as is” with no warranty for server-ability or usage.

Term Definitions
• **Remote User** – Individuals or Administrators with proper security credentials that access the Etowah County Board of Education network from remote locations via the Internet, using secure protocols (i.e. Home users)
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• **Cable Modem** – Cable companies such as AT&T Broadband provide Internet access over Cable TV coaxial cable. A cable modem accepts this coaxial cable and can receive data from the Internet at over 1.5 Mbps. Cable is currently available only in certain areas.

• **Challenge Handshake Authentication Protocol (CHAP)** – CHAP is an authentication method that uses a one-way hashing function. DLCID Data Link Connection Identifier (DLCI) is a unique number assigned to a Permanent Virtual Circuit (PVC) end point in a frame relay network, and has local significance only to that channel. Dial-in Modem-A is peripheral device that connects computers to each other for sending communications via the telephone lines. The modem modulates the digital data of computers into analog signals to send over the telephone lines, then demodulates back into digital signals to be read by the computer on the other end; thus the name “modem” for modulator/demodulator.

• **Dual Homing** – Dual homing is having concurrent connectivity to more than one network from a computer or network device. Examples include: Being logged into the corporate network via a local Ethernet connection, and dialing into AOL or another Internet service provider (ISP); being on a Etowah County Board of Education provided remote access home network, and connecting to another network, such as a spouse’s remote access. Configuring an ISDN router to dial into the Etowah County Board of Education and an ISP, depending on packet destination.

• **Digital Subscriber Line (DSL)** – DSL is a form of high-speed Internet access competing with cable modems. DSL works over standard phone lines and supports data speeds of over 2 Mbps downstream (to the user) and slower speeds upstream (to the Internet).

• **Frame Relay** – Frame relay is a method of communication that incrementally can go from the speed of an ISDN to the speed of a T1 line. Frame relay has a flat-rate billing charge instead of a per time usage. Frame relay connects via the telephone company’s network.

• **ISDN** – There are two types of Integrated Services Digital Network or ISDN: BRI and PRI. BRI is used for home office remote access. BRI has two “Bearer” channels at 64kbit (aggregate 128kb) and 1 D channel for signaling info.

• **Remote Access** – Remote access is any access to the Etowah County Board of Education corporate network through a non-Etowah County Board of Education controlled network, device, or medium. Split-tunneling is simultaneous direct remote access to a non-Etowah County Board of Education network (such as the Internet, or a home network) from a remote device (PC, PDA, WAP phone, etc.) while connected into the Etowah County Board of Education corporate network via a VPN tunnel.

• **Virtual Private Network (VPN)** – VPN is a method for accessing a remote network via “tunneling” through the Internet 6.0 Revision History
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REFERENCE(S):

CODE OF ALABAMA
16-8-8

HISTORY:

ADOPTED: MARCH 14, 2005
REVISED: JULY 23, 2013
FORMERLY: GAMC
The Etowah County Board of Education believes a good education prepares students for all facets of life, including healthy living. In accord with USDA and the Alabama State Board of Education’s Implementation Guidelines for Exercise and Nutrition, the Board supports activities to encourage student wellness, including:

1. Integrating nutrition information across the curriculum, aside from the health curriculum, when appropriate;

2. Providing students opportunities for physical activity such as physical education courses and intramural athletics;

3. Adopting regulations regarding reimbursable meals consistent with federal guidelines;

4. Encouraging students to participate in the school meal program for which they are eligible; and

5. Supporting professional development for staff and informational programs for students on nutrition and physical education.

The Superintendent will designate an administrator to oversee the Board’s efforts to promote student wellness and collaborate with parents, students, administrators and food authority representatives when developing student wellness policies and programs.

REFERENCE(S):

CODE OF ALABAMA
16-8-9, PUBLIC LAW 108-265 SECTION 204

HISTORY:

ADOPTED: JUNE 26, 2006
REVISED: JULY 23, 2013
FORMERLY: IDB
CHAPTER 8.00 - AUXILIARY SERVICES

INFORMATION MANAGEMENT SYSTEM 8.70

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

REFERENCE(S):

CODE OF ALABAMA
16-8-9, 16-13-231

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ________
FORMERLY: NEW
I. The Etowah County Board of Education shall establish and maintain a system for the retention and destruction of school records consistent with legal requirements to minimize record storage requirements and permit the Superintendent to administer the affairs of the Etowah County School System more efficiently.

II. After complying with the provisions of laws and rules, the Superintendent is authorized at his/her discretion to destroy general correspondence and other records, papers, and documents, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained according to Child Nutrition Program guidelines, and records of milk, bread and juice are to be maintained permanently.

III. Document Preservation Plan and Litigation Hold for Electronic Records

The Board shall adopt a document preservation plan to ensure that when a lawsuit is filed or reasonably anticipated, it takes special precautions to prevent the loss of potentially-relevant electronic data. Electronic data includes all forms of electronic communications and records such as email, word processing, calendars, voice messages, videos, photographs and other digital information.

When a lawsuit is filed or reasonably anticipated, a litigation hold shall be issued to appropriate individuals, which shall define and identify records to be preserved and direct that the records be preserved and how to do so. A person receiving a litigation hold has a duty to preserve all records, whether existing or later created, in the person’s possession or scope of responsibility that are identified in the litigation hold, effective immediately. A litigation hold suspends any board or divisional policies or procedures that might call for the destruction of electronic records under the recipient’s control and protects and preserves all electronic records in their original electronic form. The board’s duty to preserve records shall continue until the litigation, or the threat of litigation that prompted the litigation hold has ended.

After a lawsuit is filed and when the board receives a request from an opposing party for production of electronic records, the board’s counsel and the board will determine the best approach to take in order to efficiently produce a complete and accurate response.
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REFERENCE(S):

CODE OF ALABAMA
16-8-9, 16-13A-6, 36-12-2, 36-12-40, 41-13-1
ALABAMA STATE RECORDS RETENTION SCHEDULE #917

HISTORY:

ADOPTED: JUNE 21, 2000
REVISED: JULY 23, 2013
FORMERLY: JR
CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

PUBLIC INFORMATION/RELATIONS 9.20

Because the schools belong to the people who created them by consent and who support them by taxation, it is the declared intent of the Etowah County Board of Education:

I. To keep the citizens adequately informed through appropriate channels of communication on policies, programs, problems, needs, and the planning of the school system and to carry out this policy through its own efforts and the office of the Superintendent.

II. To seek advice and opinion of the people of the community.

III. To require Etowah County School System staff members to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens and which would promote the welfare of the school system, provided that any news release by a particular school be approved by the principal or designee and that any release relating to the Etowah County School System as a whole shall be approved by the Superintendent or designee.

IV. To ensure that media requests for interviews with minor students will be denied unless parental permission is given.

V. To ensure that all requests by media organizations for interviews with employees and/or students during school hours shall be coordinated through the Superintendent.

REFERENCE(S): CODE OF ALABAMA

16-8-9

HISTORY: ADOPTED: JULY 23, 2013

REVISED: _______

FORMERLY: NEW
CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

USE OF FACILITIES

The Superintendent or designee shall have the authority to permit or deny for good cause a legitimate community group, citizens or a community organization to use the school system facilities or grounds for activities related to civic programs. When permission is granted, the Superintendent shall require appropriate supervision of the event by a school system employee or principal’s designee, and shall collect expenses for rental (if applicable), utilities, custodial services, and other costs. School organizations, clubs, and boosters shall have priority to all facilities. Facilities may not be used for commercial purposes unless it is to enhance the educational process of the system.

In cases of natural disaster or national emergency, such organizations as Civil Defense and the American Red Cross shall have use of any school facility that may be needed for the benefit of the public.

Acceptable Use of School Facilities
There shall be three methods by which individuals or groups may use school facilities:
1. Be registered in a class or activity listed in a school publication or newsletter;
2. Upon approval of an application for use of school facilities for groups such as youth associations;
   and
3. A lease or other agreement between the Etowah County Board and a group.

Charges for Use of School Facilities
A schedule of charges for facility rental/use, fees for supervisory, custodial, and/or food preparation workers and for utilities shall be established and published at least annually. Payments of fees and rental charges shall be made to the Etowah County Board of Education.

Application for Use of School Facilities
An application form shall be completed by the group sponsor or individual wishing to use an Etowah County Board of Education facility one time or on an extended basis (less than one year). Signed agreement to abide by published rules and regulations for use of school system facilities is required at the time of application.

Rules for Use of School Facilities
To ensure the Etowah County Board of Education’s control and protection of school property, the following rules and regulations must be adhered to for the use of the school facilities:
1. The regular school program has priority at all times.
2. Request for use of school facilities should be made at least six weeks prior to the anticipated date in order to obtain Board approval and to avoid conflicts at the school and to allow for preparation for use.
CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

3. Principals are responsible for ensuring supervision of school sponsored programs conducted on school premises. The principal or the principal’s designee is also responsible for ensuring that adequate supervision and safeguards are provided for activities by outside groups.

4. Outside groups must be charged for custodial services (time and one-half regular pay plus benefits) during the activity. Custodial services include opening and closing the building. Custodial service fees must be paid to the school system bookkeeping department.

5. There will be no fee charged to school affiliated groups when the group is raising funds for the schools. Such groups include PTOs and booster organizations.

6. Civic organizations may use the facilities for regularly scheduled meetings by written agreement at no charge.

7. Churches may use school facilities with Board approval if the church building has been damaged or destroyed. Use may not exceed one year.

8. Non-partisan political rallies serving a broad community purpose may be conducted in school facilities. Such rallies must have an organized community group sponsor, and the sponsor may be charged a fee for the use of the facility. To maintain the Board’s non-partisan political stature, all opponents in a particular contest must be given equal opportunity to participate. Use by a particular candidate is prohibited.

9. Necessary food service personnel (paid time and one half-plus benefits) must be employed by the organization or group using the lunchroom to assure proper use and care of the kitchen and equipment. A lunchroom shall not be rented to outside groups for commercial purposes.

10. With limited exception, a certificate verifying the purchase of liability insurance must be presented to the Board at least twenty-four hours prior to the use of the facilities.

REFERENCE(S):

CODE OF ALABAMA
16-8-8, 16-8-40, 36-25-5

HISTORY:

ADOPTED: SEPTEMBER 20, 1999
REVISED: DECEMBER 15, 2003; JULY 23, 2013
FORMERLY: EBH
ADVERTISING IN SCHOOLS  

Etowah County School System facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency or individual organization; nor shall Etowah County Board of Education employees or students be employed in such a manner. Advertising on school buses shall be prohibited. The following are exceptions:

I. School officials, with the Superintendent’s approval, may cooperate with any governmental agency in promoting activities in the general public’s interest or may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.

II. A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.

III. The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.

IV. Demonstrations of educational materials and equipment shall be permitted with the principal’s approval.

V. Schools may utilize facilities for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.

VI. Nothing herein shall be construed to prevent advertising in student publications which are published by student organizations including, but not limited to, school newspapers and yearbooks.

REFERENCE(S):  

CODE OF ALABAMA  
16-8-9

HISTORY:  

ADOPTED: JULY 23, 2013  
REVISED: _______  
FORMERLY: NEW
CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS 9.50

Literature or materials which originate from out-of-school sources shall be approved by the Superintendent or designee prior to distribution to Etowah County School System students.

The principal shall prohibit all forms of canvassing or soliciting of teachers or students on Etowah County School System premises during school hours except as otherwise approved by the Superintendent. No literature or materials from out-of-school sources shall be distributed to homes by students without the approval of the Superintendent or designee. Student or school surveys by outside groups or organizations require the approval of the Superintendent or designee.

REFERENCE(S):

CODE OF ALABAMA

16-8-9

HISTORY:

ADOPTED: JULY 23, 2013

REVISED: 

FORMERLY: NEW
Any person entering the premises of an Etowah County School System school shall report to the principal or designee and make known the purpose of the visit.

I. This policy does not apply to routine deliveries or scheduled maintenance visits.

II. The Superintendent or designee shall develop a plan for visible identification of visitors or other persons who are not students or employees of the school.

III. A student not enrolled in the school or a student not accompanied by a parent/guardian is prohibited from visiting a school unless otherwise approved by the principal.

IV. Parents/guardians are invited to visit the schools. To avoid interrupting the daily program, the parent should request a conference for after school hours or during a teacher’s planning period. Parents/guardians are encouraged to plan such conferences with teachers and shall sign in at the principal’s office and be issued a visitor’s badge at the time they arrive on the campus.

V. Any person who enters or remains upon Etowah County School System property without legitimate purpose may be found to be trespassing, subject to arrest and penalties as defined by statutes.

VI. No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of an Etowah County school while school is in session or attend any Etowah County school activity unless the adult sex offender does all of the following:

A. Notifies the principal or the school, or his/her designee, before entering onto the property or attending the school activity;

B. Immediately reports to the principal of the school, or his/her designee, upon entering the property or arriving at the school activity; and,

C. Complies with any procedures established by the school to monitor the whereabouts of the sex offender during his or her presence on school property or at a school activity.

REFERENCE(S):

CODE OF ALABAMA
16-12-3
LEGISLATIVE ACT 2014-421

HISTORY:
ADOPTED: JULY 23, 2013
REVISED: OCTOBER 9, 2014
FORMERLY: NEW
RELATIONS WITH GOVERNMENTAL AUTHORITIES

I. The Etowah County Board of Education will cooperate with local, state, and federal organizations and agencies when it is in the best interest of the system.

II. The Superintendent may initiate or accept proposals and requests for cooperative endeavors. Final action shall be subject to Board review and approval.

III. Community relations of a continuing nature may be temporarily approved by the Superintendent if they involve no cost to the system and will neither disrupt the school system nor involve substantial use of facilities or personnel.

IV. Formal agreements shall require Board approval. The Etowah County Board of Education shall also review and approve major cooperative agreements or arrangements between other school systems, colleges, universities, correctional schools, or other educational organizations.

V. Guidelines related to joint activities and requests for cooperation shall address costs which may be incurred, the extent of school personnel involvement, and prior agreements or arrangements with the same or similar organizations.

REFERENCES:  

CODE OF ALABAMA  
16-1-30, 16-8-9

HISTORY:  

ADOPTE: JULY 23, 2013  
REVISED: ________  
FORMERLY: NEW
PUBLIC GIFTS TO SCHOOLS

The Etowah County Board of Education may receive gifts which may serve to enhance and extend the work of the schools.

I. Equipment contributed to the schools becomes the property of the Etowah County Board of Education and is subject to the same controls and regulations that govern the use of other Board property.

II. Contributions of equipment or services that may involve major costs for installation or maintenance or continuing financial commitments from school funds shall be presented by the Superintendent to the Etowah County Board of Education for consideration and approval.

III. Individuals or organizations desiring to contribute supplies or equipment shall consult with school officials regarding the acceptability of such contributions in advance of the contribution.

IV. All employees in a position to receive gifts in the name of a school or the school system shall apply a test of “reasonableness” to the gift. Reasonableness may be defined as anything that might not be construed to influence the decision makers in the purchase of school-related goods and services.

V. All employees must abide by the Alabama Ethics Law and rules of the Alabama Ethics Commission.

REFERENCE(S):

CODE OF ALABAMA
16-8-9, 36-25-7

HISTORY:

ADOPTED: JULY 23, 2013
REVISED: ______
FORMERLY: NEW
It is the policy of the Etowah County School System to cooperate with the colleges, universities, and other agencies in promoting potentially profitable research. In such instances of cooperation, the following procedures shall govern research projects conducted within the School System:

**Research Projects Using School System Data**

Requests for permission to conduct research projects utilizing School System data, students, or collective groups of employees must be submitted to the Superintendent in written form for review and approval prior to initiating such projects.

**Projects Using Individual Employees**

Requests by various colleges, agencies, etc. to an individual employee(s) to complete questionnaires, opinion surveys, etc. relative to professional perceptions, thoughts, methods, etc. may be completed at the individual employee’s discretion. However, any such requests involving factual information regarding School System data, students, parents, etc. should be directed to the Superintendent for review and approval prior to completing such research instruments.

**Individual Employee Research Projects**

Requests by individual employees to conduct personal or college related research projects utilizing School System data, students, parents, etc. should be directed to the Superintendent for review and approval prior to initiating such projects.

**REFERENCE(S):**

ALABAMA

**CODE OF**

16-8-9

**HISTORY:**

ADOPTED: JULY 23, 2013

REVISED: -

FORMERLY:

7/11/2016
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