

# COVINGTON COUNTY BOARD OF EDUCATION POLICIES



Adopted: August 22, 1972

Revised: 1974, 1976, 1978, 1980, 1982, 1985, 1987, 1989, 1993, 1997, 2002,  
2006, 2007, 2008, 2010, 2011, 2012, 2013, 2016, 2017

# **POLICY REFERENCE GUIDE**

## **ALABAMA ASSOCIATION OF SCHOOL BOARDS**

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## **Chapter 1.00 – Governing Principles**

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## GOALS AND OBJECTIVES

### COVINGTON COUNTY SCHOOLS MISSION STATEMENT

The mission of the Covington County Schools is to provide students with the skills and knowledge they need to be successful, productive members of society. To address this mission the system will:

- Attract, develop, and retain an exceptional staff
- Provide a safe, secure, and nurturing learning environment
- Meet each student's individual instructional needs
- Continuously improve instructional programs
- Involve families and other community members as partners in the learning process

### TITLE IX STATEMENT OF POLICY OF COMPLIANCE

In compliance with part 86 of Title IX of the Educational Amendments of 1972, Covington County Schools has adopted the following statement of policy and appointed the below named Title IX Coordinator.

1. Statement of Policy

"No person shall be denied employment, be excluded from participation in, be denied the benefits of, or subject to discrimination in any program or activity, on the basis of their sex."

2. Title IX Coordinator

Mr. Chris Thomasson, Federal Programs Coordinator  
 Covington County Schools Education Building  
 807 C. C. Baker Avenue  
 Andalusia, Alabama 36421  
 Telephone: (334) 222-7571

It is the official policy of the Covington County School System that no person shall, on the grounds of race, sex, religion, color, creed, national origin, disability, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. The Board complies with and adheres to the policies and procedures of the regulations of Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act (IDEA); and Americans With Disabilities Act (ADA). The board ensures that there are no barriers to an equal and quality education for migrant students, limited English proficient students, homeless students, neglected/delinquent students, at-risk students, or foster children.

Board Member Training  
Required by Act of Alabama 2009-297

1.1 ***BOARD MEMBER TRAINING***

1.1.1 General – The Covington County Board of Education members will pursue ongoing training to develop and enhance their knowledge and effectiveness as Board Members as to improve Board governance and operations. Training will include participation in:

- a. Orientation for newly elected or appointed school board members;
- b. Training or consulting workshop for the local Board as a whole;
- c. State or national school board association event addressing Board governance or operation, or other Board member development opportunities relating to leadership development, Board governance, or Board operations.

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

1.1.3 Board Self Evaluation – The board will conduct an annual evaluation that includes development of a list of recommended improvements in knowledge and skills of Board Members.

## Chapter 2.00 – School Board Operations

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## COMPOSITION OF THE BOARD

### **Number of Board Members**

Reference: Ala. Code § [16-8-1](#)

### **Board Member Qualifications**

Reference: Ala. Code § [16-8-1](#)

### **Terms of Office and Vacancies**

Reference: Ala. Code § [16-8-2](#); § [16-8-6](#)

### **Method of Selection for Board Members**

Reference: Ala. Code § [16-8-1](#)

### **Resignation from Office**

A member of the board may resign from the board by submitting a letter stating such intent to the president of the board. Additionally, the office of any board member is considered resigned when he or she ceases to be a resident of the city or district.

### **Removal from Office**

Reference: Ala. Code § [36-11-1](#)  
Ala. Code § [36-11-2](#)  
Ala. Code § [36-11-3](#)  
Ala. Code § [36-11-4](#)  
Ala. Code § [36-11-5](#)  
Ala. Code § [36-11-6](#)

**Related References:** Alabama Constitution, Article VII (173-175).

**ANNUAL/ORGANIZATIONAL MEETING**

**County Boards**

Reference: Ala. Code § 16-8-4



### **BOARD MEMBER AUTHORITY**

Members of the board shall have authority only when acting as a board official in session. The board shall not be bound in any way by any statement or action on the part of an individual member except when duly authorized by official board action.

Business Must be Transacted During a Regular or Called Session of the Board. The Board of Education, in accordance with the Sunshine Law, can transact business, which is legally binding on the district only when it is in a regular or called session with a quorum present and its proceedings recorded in the minutes of the meeting.

**Current Board Members**

**2.20.1**

- Place Number 1, 2018  
Mr. John P. Thomasson  
18787 Thomasson Drive  
Andalusia, AL 36421  
H 222-4361 sonny@andycable.com
- Place Number 2, 2018  
Northwestern sections  
Mr. James L. Rodgers  
P.O. Box 52  
Red Level, AL 36474  
H 469-5454 turnerrodgers@hotmail.com
- Place Number 4, 2022  
Southwestern section including  
Andalusia  
Dr. James L. Barton  
500 Westgate Plaza (mailing)  
Andalusia, AL 36420  
H 488-5091 jbarton.od@gmail.com
- Place Number 4, 2022  
Eastern section including Opp  
Mr. Jeff Bailey  
24017 Meadows Road  
Andalusia, AL 36420  
H 493-3417 B 582-2221 jbailey052@gmail.com
- Place Number 5, 2020  
Southeastern section including Florala  
Mr. James T. Prestwood  
19362 Creekwood Road  
Andalusia, AL 36420  
H 222-7745 cprestwood@centurytel.net

## **RETENTION AND DELEGATION OF AUTHORITY**

**2.20.2**

The board of education retains full legislative and judicial authority over the schools in accordance with the school laws and the expressed will of the electorate but delegates executive, supervisory, and instructional authority to its employees as hereinafter specified. Legislative service under the law implies the power to inspect, the power to pass judgment upon employees and their work, and the power to veto acts of any or all employees when such acts are deemed contrary to the legal rights or obligations of the district, or are inconsistent with established board policies.

## **HANDLING OF COMPLAINTS BY BOARD MEMBERS**

### **2.20.3**

Individuals or groups often confront a single board member with issues, which usually should be handled by the superintendent of schools. In those cases of apparent exception, it is suggested that the board member withhold commitment and/or opinion until the matter has been presented to the whole board. It is wise for a board member to postpone the formulation of his/her own opinion until he/she has had the benefit of hearing the issue discussed by the board where all aspects of the problem are aired. A board member should not obligate other members of the board by predicting how they will vote. In carrying out the policy for the handling of complaints, the board will, therefore, observe the following procedure: Neither the board as a whole nor any individual member will entertain or consider communications or complaints from teachers, parents, or patrons, until they have first been referred through the proper channels of authority. Only in those cases where satisfactory adjustment cannot be made by the superintendent and his/her assistants, shall communications and complaints be referred to the board. After hearing evidence submitted by the superintendent in such event, the board will, if it is deemed advisable, grant a hearing to the parties interested. Such a hearing will be held during an executive session of the board.

**BOARD MEMBER DUTIES  
(General)**

**Counties**

Reference: Ala. Code § [16-1-24.1](#)  
Ala. Code § [16-1-24.3](#)  
Ala. Code § [16-1-30](#)  
Ala. Code § [16-1-33](#)  
Ala. Code § [16-8-8](#)  
Ala. Code § [16-8-9](#)  
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Ala. Code § [16-8-23](#)  
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Ala. Code § [16-8-34](#)  
Ala. Code § [16-8-35](#)  
Ala. Code § [16-8-42](#)  
Ala. Code § [16-8-43](#)  
Ala. Code § [16-22-6](#)  
Ala. Code § [16-22-14](#)  
Ala. Code § [16-28-2.2](#)  
Ala. Code § [16-28-12](#)

**BOARD MEMBER ETHICS**

Reference: Ala. Code § [36-25-1](#)  
Ala. Code § [36-25-5](#)  
Ala. Code § [36-25-6](#)  
Ala. Code § [36-25-7](#)  
Ala. Code § [36-25-8](#)  
Ala. Code § [36-25-10](#)  
Ala. Code § [36-25-11](#)  
Ala. Code § [36-25-14](#)  
Ala. Code § [36-25-15](#)  
Ala. Code § [36-25-16](#)  
Ala. Code § [36-25-27](#)

The board adopts the following statement of ethics to guide members:

- I. As a member of the board of education, representing all the citizens of my school district, I recognize the following:
  - A. My fellow citizens have entrusted me with the educational development of the children and youth of this community.
  - B. The public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
  - C. The future welfare of this community, of this state, and of the nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
  - D. My fellow board members and I must take the initiative in helping all the people of this community to have all of the facts all of the time about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
  - E. Legally the authority of the board is derived from the state, which ultimately controls the organization and operation of the school system and which determines the degree of discretionary power left with the board and the people of this community for the exercise of local autonomy.

F. I must neither neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong.

II. In view of the foregoing consideration, my constant endeavor shall be the following:

- A. I shall devote time, thought, and study to the duties and responsibilities as a school board member so that I may render effective and creditable service.
- B. I shall work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue.
- C. I shall base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter to abide by and to uphold the final majority decision of the board.
- D. I shall remember at all times that as an individual I have no legal authority outside the meetings of the board, and to conduct my relationships with the school staff, the local citizenry, and all media of communication on the basis of this fact.
- E. I shall resist every temptation and outside pressure to use my position as a school board member to benefit either myself or any other individual or agency apart from the total interest of the school system.
- F. I shall recognize that it is as important for the board to understand and evaluate the educational program of the schools as it is to plan for the business of school operation.
- G. I shall bear in mind under all circumstances that the primary function of the board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed superintendent of schools and his professional and nonprofessional staff.
- H. I shall welcome and encourage active cooperation by citizens, organizations and the media of communication in the district with respect to established policy on current school operation and proposed future developments.
- I. I shall support my state and national school boards associations.

- J. Finally, I shall strive step by step toward ideal conditions for most effective school board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.



Code of Conduct for Local Boards of Education  
*Required by Local School Board Governance Rule 290-1-5*

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

I. CONDUCT OF INDIVIDUALS

1. 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 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 and 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 personal relationships for any matter that will come before the board.
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 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.

## II. CONDUCT OF INDIVIDUALS AT BOARD MEETINGS

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

## III. CONDUCT OF THE BOARD AS A WHOLE

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

## BOARD OFFICERS

The officers of the board shall be a president and vice president who shall be elected by the board members at the annual meeting, and whose term of office shall be for a period of one year. Officers will assume duty immediately following their election.

The board shall appoint as its executive officer the superintendent who shall also be the Secretary of the board. As secretary, he or she shall conduct all correspondence of the board, keep and preserve all of its records, receive all reports required by the board, and ascertain that such reports are in proper form, complete and accurate. In case the office of the superintendent is temporarily vacant, or when the superintendent is absent, the board may recognize an acting superintendent in this capacity.

### Duties

The president, or in her or his absence the vice president, shall preside at all meetings of the board, preserve order and decorum and decide all points of order, consistent with parliamentary rules adopted by the board. He or she shall be entitled to vote on all questions.

The president shall appoint all special committees unless the board decides otherwise.

In the absence of both the president and vice president, a president pro tempore shall be elected who shall in such cases perform all the duties of the president.

**BOARD COMPENSATION**

Reference: Ala. Code § 16-1-26

**POLICY FOR ESTABLISHMENT OF VOCATIONAL ADVISORY COUNCIL****ESTABLISHMENT OF VOCATIONAL ADVISORY COUNCIL  
CCBOE POLICY FOR COMPLIANCE WITH EDUCATION  
AMENDMENT ACT OF 1976 (P.L. 94-483), SECTION 105 (g)**

In compliance with the Education Amendment Act of 1976 (P.L. 94-482), Section 105 (g), the Covington County Board of Education shall establish a local Vocational Advisory Council for Covington County Schools composed of members of the general public; especially representatives of business, industry, agriculture, labor, education, and government to act in an advisory capacity to the school system in matters relating to current job needs and on the relevancy of vocational education courses being offered in meeting such needs. The members of the council will be appointed by a selection committee and should include members of all ethnic backgrounds when possible.

## **BOARD MEETINGS**

**2.30**

All action of the board must be approved by a majority vote of the entire board and duly recorded. Board members must be present to vote.

### Regular Meetings of Board

Regular meeting of the board shall be held on the first Tuesday of each month or, in case of any conflict, another day as set by the president.

### Special Meetings of the Board

Special meetings may be called at any time by the president of the board or by joint action of any two (2) members thereof.

### Place of Meetings.

Unless otherwise specified, all board meetings will be held in the board room.

### Quorum for Transaction of Business

Three (3) members of the board shall constitute a quorum for the transaction of business, and if only three (3) members are present, all three (3) must vote unanimously in order for a motion to pass.

### Presiding Officer

The president of the board shall preside at all meetings of the board. In the event of the inability of the president to preside, the vice-president shall perform the duties of the president. In the absence of both president and vice-president, the remaining members shall select a member to act in that capacity.

### Order of Business

The superintendent and board president shall be responsible for setting the agenda and the order of business. The agenda may be changed at any meeting by consensus of all members present. Any individual or group wishing to appear on the agenda must notify the superintendent at least five (5) days before the meeting unless the item is an emergency. It will be the responsibility of the superintendent to determine such emergencies.

### Change in By-Laws

by-laws may be amended by a unanimous vote of all board members at any regular or special meeting. They may be amended by a majority vote of the entire board at any meeting at which a thirty (30) day notice shall have been given.

**Related References:** Ala. Code § 16-8-4

### **Budget Hearings**

Reference: Ala. Code § 16-13-140

## **PUBLIC HEARINGS**

**2.30.1**

Reference: Ala. Code § 16-8-3 (counties)  
Ala. Code § 16-13-140 (budget)

## **BOARD MEETING AGENDA**

**2.30.3**

A preliminary agenda and supporting materials for each regular board meeting will be developed by the superintendent in consultation with the board president and provided to board members.

At the beginning of each regular board meeting, the agenda is to be approved by at least a majority vote of members. After the approval, no items or individuals will be added. Visitors may be introduced and welcomed, but will not be allowed to address the board.



## **RULES OF ORDER**

**2.30.4**

The most recent edition of *Robert's Rules of Order: Newly Revised*, shall govern the board in its deliberations, in matters of procedure except as may be otherwise provided by board policy, by laws, or state law.

**Related References:** Ala. Code § 36-25A-5; § 16-8-4

**METHOD OF VOTING**

**2.30.5**

Any matter requiring a vote of the Board shall be voted by voice.

**Legal Ref.:** Ala. Code § 16-11-9

## **EXECUTIVE SESSIONS**

**2.30.6**

The board, upon approval of a majority of the board, may meet in an executive session in accordance with the Alabama Open Meetings Act.

Executive sessions may be called only for one of the following reasons or if otherwise provided by law:

1. General Reputation and Character/Job Performance for specified employees
2. Formal Hearings
3. Discussion with an Attorney about Litigation\*
4. Security Plans and Measures
5. Criminal Investigation/Disclose the identify of an undercover agent or informer\*
6. Negotiations to Buy / Sell / Lease Real Property
7. Preliminary Negotiations in Trade Competition\*
8. Negotiations between body and group of public employees\*
9. Quasi-Judicial Role

\*A written/oral declaration by a statutorily designated authority is required to certify that an executive session is warranted before the board votes to enter executive session.

Executive sessions (excluding quasi-judicial or formal hearings) will be convened in the following manner:

1. Convene an open meeting.
2. Enter a motion stating the reason for the executive session.
3. Receive a written or oral declaration (if necessary).
4. Vote to go into executive session with each member's vote recorded in the minutes.
5. The presiding officer will state if and when the board will reconvene in open session.

**Related References:** Ala. Code § 36-25A-7.

## **MINUTES AND RECORDS OF MEETING**

**2.30.8**

Minutes will be taken at board meetings during which action is proposed or taken. All motions and votes will be recorded. At each regular board meeting, the minutes of the preceding meeting will be approved by the board.

The Superintendent shall, as part of his duties as secretary of the County Board of Education, enforce reasonable rules as to time, place, and manner of disclosure of board minutes, or other public documents to allow public inspection and to prevent possible undue interference with or hindrance of the school system's business. A copy of the exact proceedings as indicated by the minutes shall be sent to each board member within one (1) week of the next board meeting.

Both minutes and records of meetings will include:

- date
- time
- place
- members present and absent

The official minutes and records of meetings will be kept in bound volumes.

**Related References:** Ala. Code § 36-25A-4.

## SCHOOL BOARD RECORDS

2.40

An employee will be subject to disciplinary action, up to and including termination, for the unauthorized, intentional destruction of school board records.

Reference: Ala. Code § [16-13A-6](#)

Ala. Code § [36-12-40](#)

Ala. Code § [41-13-1](#)

Resource: [Functional Analysis and Records Disposition Authority](#)

**Document Preservation Plan & Litigation Hold**

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.

**Production of Electronic Records**

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.

The board encourages individual and collective memberships in educational and school board organizations. School board members are encouraged to attend workshops presented by the state and national school boards associations.

**New Member Orientation**

Under the guidance of experienced board members and the superintendent, an orientation will be conducted for new board members and will include:

- Workshops for new board members conducted by state and national school boards associations.
- Discussions and visits with the superintendent and other members of the school staff.
- Materials on the system, board policies and procedures.

## **SCHOOL BOARDS ASSOCIATION MEMBERSHIP**

**2.50.1**

The board recognizes the value of professional association to be found in the Alabama Association of School Boards and the National School Boards Association and encourages individual and board affiliation and attendance at conferences.

**Related References:** Ala. Code § 16-1-6.



## **BOARD ATTORNEY**

**2.60**

The board will retain and utilize legal counsel at its discretion.

## Chapter 3.00 – General Administration

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- 3.11 [Superintendent Duties](#)
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- 3.20 [Administrative Rules](#)
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  - Hold Harmless Clause
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- 3.20.2 [General Policies Relating to Alabama’s Plan for Excellence-School Attendance](#)
  
- 3.21 [General Policies Regarding Special Services](#)
- 3.22 [Disabilities](#)
  - Americans with Disabilities Act of 1990
- 3.23 [Policy to Assure Full Educational Opportunities to Children with Disabilities](#)
- 3.24 [Guidelines for Compliance with Section 504 of the Rehabilitation Act of 1973](#)
- 3.24.1 [Policies and Procedures Regarding Gifted Education](#)
- 3.25 [Title I Policy for Parental Involvement](#)
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**Appointed**

The board will appoint the superintendent based on qualifications specified by the board and state requirements and will negotiate an employment contract addressing compensation, benefits (other than those established by state law), expense allowance, professional development, consulting contracts and evaluation (other than that required by the state Board of Education), discharge and resignation.

In addition to those duties prescribed by law, the superintendent shall be responsible for the following:

1. Executive Officer of the Board. The superintendent shall be the chief executive officer of the board. He/She shall exercise general supervision over all the public schools and all public school employees shall be directly responsible to him/her.

2. Attends All Board Meetings. The superintendent shall attend all meetings of the board except when his/her own salary or re-election is considered and shall keep the board informed of conditions of the schools under his/her supervision.

3. Recommends Appointment of All Employees. He/She shall make recommendations for appointment, promotion, demotion, and discharge of all school employees. No vacancy will be filled without his/her recommendations.

3a. Employees in More than One (1) Job. With the exception of those presently serving in more than one (1) job capacity, no person shall be employed by the board to serve in more than one (1) position except in the case of emergency as circumstances necessitate as determined by the superintendent and board. (Note: Supplements paid for extra duties are not considered other job salaried positions.)

3b. Non-Racial Objective Criteria for Dismissal or Demotion Caused by Reduction in Force (RIF). In the event of reduction in force (RIF) caused by financial problems or other good reasons, the following non-racial objective criteria has been approved by a Federal Judge and will be used:

- A. Certificate (reflects degrees held)
  1. Type
  2. Rank
- B. Experience
  1. In the teaching profession
  2. In the grades, subject or position, which he/she currently teaches or occupies
  3. In the system (Tenured teachers shall be given preference over non-tenured teachers.)
- C. Endorsement in subject areas
- D. Additional certificate endorsement
- E. Number of hours beyond degree
- F. Workshops attended

4. Suspension of Employees. He/She may suspend employees for just cause. Such suspension shall be immediately reported to the board. No employee shall be recommended for discharge until the superintendent is convinced that the efficiency of said employee cannot be improved. Employees may be discharged for the following: inefficiency, immorality, insubordination, violation of board regulations, and cause shown. The State Tenure Law and due process must be complied with in case of any discharge of a teacher.
5. Employment and Assignment of Personnel. The superintendent shall make all recommendations for employment, assignments, reassignments and transfers as are in his/her professional judgment necessary to secure the highest efficiency of the entire school system.
6. May Require Reports. He/She shall have authority to require reports from all employees as he/she may desire from time to time.
7. Professional Development of Teachers. He/She shall be charged with the responsibility of all measures for the improvement of teachers' in-service. With the aid of his/her assistants, he/she shall from time to time issue bulletins, circulars, course of study, and other curricular material for the improvement of instruction.
8. Recommends Salary Schedule. He/She shall recommend a schedule of salaries to the board for consideration. Such schedules shall provide maximum salaries, annual increments, and other items.
9. Curriculum Improvement. He/She shall direct studies to determine the adequacy of the curriculum and recommend to the board new courses of study or improvements in the organization of the curriculum as need arises.
10. Suspension of Students. He/She shall have the authority to suspend a student from school for up to five (5) days for any reason and place a student on probation for an indefinite period of time. If the case is referred to the Board of Education, he/she shall have the authority to suspend a student until the board takes action on the said case, which shall be within twenty-five (25) days.

11. Channels of Communication. **All communications concerning school business from the board to employees and from employees to the board shall be made through the superintendent of schools.** He/She shall appoint a Superintendent's Advisory Committee which shall be made up of one (1) faculty member from each school, one (1) principal representing all school principals, and at least one (1) central office administrator. The purpose of this committee is to advise the superintendent on various issues as they may arise. This committee shall meet at least once each school year. He/She shall transmit all communications from the Board of Education or its committees to members of the instructional, administrative, supervisory, and custodial staff, and he/she shall transmit all communications from them to the Board of Education.
12. Business Agent for the Board. He/She shall receive communication relative to school affairs and consult with individuals having business with the Board of Education.
13. Operation and Maintenance of Schools. He/She shall have charge of the operation and the maintenance of school buildings and equipment.
14. Preparation of Budget. He/She shall prepare a budget annually for the consideration of the board. He/She shall administer the budget as enacted by the board, acting at all times in accordance with legal requirements and adopted policies of the board.
15. Purchasing Agent. He/She shall be the purchasing agent of the board and shall have authority to purchase supplies and equipment under the regulations of the board.
16. Proposed Policies. He/She shall propose new policies to the Board of Education for adoption as necessity for such arises.
17. Rules and Regulations. He/She shall make rules and regulations regarding routine matters, which have not been specifically provided for in the rules and regulations of the board.
18. Attendance Officer. He/She shall direct the attendance officer in the performance of his/her duties.
19. School Building Consultant. As new buildings are to be erected or old ones remodeled or discontinued in use, he/she shall be responsible for carefully studying the needs of the schools and for recommending to the board of education plans adequate for meeting those needs. He/She shall assist the architect employed by the board in drafting plans and specifications for construction work.
20. Substitute Teachers. He/She shall employ and assign substitute teachers as need arises.

21. Emergency Authority. He/She shall perform such duties as the board may require and, in the absence of specific rules and advice of the board, shall assume any authority or perform any duty, which any particular situation, unforeseen and suddenly arising, may demand, subject to later consideration of any action by the board.
22. Interpretation of School to Community. It shall be a responsibility of the superintendent to interpret the philosophy, aims, and objectives of the teaching program of the schools in the community.
23. Appraisal of Teaching. It shall be a duty of the superintendent to appraise the quality of teaching of the instructional staff with a view of increasing its effectiveness.
24. Approve Faculty Committees. The superintendent shall approve the appointment of faculty committees that may be required for the execution and establishment of educational practices and policies.
25. Attend Professional Meetings. The superintendent shall attend state, national, and regional conferences as directed by the school board as part of his/her official duties.
26. Establish Office Rent. The superintendent shall contract with different agencies wishing to rent office space in the Board of Education Building and has the authority to set the rent and adjust it annually.
27. Textbooks. The superintendent of education shall be responsible to the state superintendent of education in all matters concerning state-owned textbooks.



## **ASSISTANT SUPERINTENDENT DUTIES**

**3.12**

The assistant superintendent shall receive his/her assignments from the superintendent and shall carry the same authority of the superintendent when the superintendent is absent from the system.

Following the adoption of policies governing the school system, the superintendent and administrative staff are authorized to develop procedures for implementation throughout the system.

**Family Educational Right and Privacy Act Policies (FERPA)**

The Covington County Board of Education will permit the parent of a student or an eligible student (eighteen [18] years of age or attending a post-secondary institution), who is or has been in attendance at any school in the Covington County School System, to inspect and review all educational records of the student that contain information directly related to that student. This right to access does not include records, which are in the sole possession of instructional, supervisory, or administrative personnel who made the record themselves.

The accuser must make a request to be made to the principal of the school in which the records are maintained. The school will notify the parent or eligible student of the time and place where the educational records may be inspected and reviewed within forty-five (45) days after the request has been made.

Parents or eligible students have the right to request removal or correction of information in an educational record, which they believe to be inaccurate, misleading, or in violation of the privacy or other rights of the student. If such a request is denied, the parent or eligible student has the right to a hearing in order to challenge the content of a student's educational records.

Parents or eligible students have the right to examine the records, to receive a response from the school to reasonable requests for explanations and interpretations of records, and to receive a copy of the records at a cost of twenty-five (25) cents per page at this time.

Schools will not disclose personally identifiable information from the educational records of a student without the prior written consent of the parent of the student or the eligible student, except—

(a) To Covington County School officials who have a *legitimate educational interest* in examining the information. The term "school official" includes any teacher, administrator, assigned student teacher at the direction of the supervising teacher, teacher aide at the direction of a teacher, school office staff member designated as responsible for his custody of records, or other professional employee of the Covington County Board of Education and members of the school board. The term "legitimate educational interests" include all interests of school officials in connection with the planning, diagnosing, prescribing, and decision making in relation to a student's educational program, in connection with the retrieval and release of a student's educational records, and in other instances as may be deemed appropriate. The principal of the school where the records are kept or the superintendent shall determine whether a school official is seeking information to carry out his/her official duty and whether the specific information sought will help in carrying out that duty.

- (b) To officials of another school or school system in which the student seeks or intends to enroll, upon receipt of proper authorization.
- (c) To authorized representative of the Comptroller General of the United States; the Secretary of the United States Department of Health, Education, and Welfare; the Commissioner of Education; the Director of the National Institute of Education, the Assistant Secretary or officials of the Alabama State Department of Education if they seek the information in connection with either the audit and the information in connection with either the audit and evaluation of federally funded programs or the enforcement of federal legal requirements that relate to these programs.
- (d) In connection with financial aid for which a student has applied or received.
- (e) To State and Local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to State statute.
- (f) To organizations conducting studies for, or on behalf of, Covington County Schools for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction.
- (g) To accrediting organizations in order to carry out their accrediting functions.
- (h) To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954.
- (i) To comply with judicial order or lawfully issued subpoena.
- (j) To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Each school will for each request for, and each disclosure of, personally identifiable information from the educational records of a student, maintain a record kept with the educational records of the student which indicates: (1) the parties who have requested or obtained personally identifiable information from the educational records of the student, and (2) the legitimate interests these parties had in requesting or obtaining information. No record of disclosures will be maintained for disclosures to parents or eligible students, disclosures pursuant to the written consent of a parent or eligible student, when the consent is specific with respect to a party or parties to whom the disclosure is to be made, disclosures to school officials, or to disclosures of directory information. As part of the educational records, the record of disclosures will be subject to the same rights or conditions of access as other information contained in the records.

The Covington County School System considers the following as directory information and each school may release such information without consent unless notified by the parent or eligible student within ten (10) school days that any or all of the information should not be released: the class or grade, social security number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student, student's photograph, parent's name, and parent's address.

A copy of this policy will be included as part of an annual public notification to parents of students in attendance or eligible students in attendance of their rights under Section 438 of the General Education Provisions Act as amended, part 99 of the Regulations, and this policy. The annual notice will inform parents or eligible students that copies of this policy will be maintained in each principal's office and in the superintendent's office and also inform them of their right to file complaints concerning any alleged failures by Covington County Schools or any school under its jurisdiction to comply with Section 438 of the Act and part 99 of the Regulations.

### **Hold Harmless Clause**

The Board of Education agrees that it shall defend, hold harmless, and indemnify the individual board members, the superintendent, and all employees of the Board of Education from any and all demands, claims, suits, actions, and legal proceedings brought against the individual board members, the superintendent, and all employees of the Board of Education in his/her individual capacity, or in his/her official capacity as agent and employee of the Board of Education, provided the incident arose while the individual board members, the superintendent, and all employees of the Board of Education were acting within the scope of his/her employment.

If in the good faith opinion of the individual board members, the superintendent, and all employees of the Board of Education, a conflict exists as regards the defense to such claim between the legal position of the individual board members, the superintendent, and all employees of the Board of Education and the legal position of the Board of Education, the individual board members, the superintendent, and all employees of the Board of Education may

engage counsel in which event the board shall indemnify the individual board members, the superintendent, and all employees of the Board of Education for the costs of legal defense.

**Related References:** Ala. Code § 16-9-13

**GENERAL POLICIES RELATING TO ALABAMA'S PLAN FOR EXCELLENCE**

**3.20.1**

The board implements and revises many policies as presented in the state's plan for excellence.

**GENERAL POLICY RELATING  
TO ALABAMA'S PLAN FOR EXCELLENCE**

**3.20.2**

**Student Attendance**

The CCBOE recognizes that regular school attendance is necessary for the student to progress in school. It is the parent's responsibility to see that the child is in school every day. The Covington County Board of Education complies with the current attendance policy as stated in the Covington County School's Code of Student Conduct.

The Board authorizes the superintendent to prepare and maintain a comprehensive plan for the development and implementation of individual instructional programs for all exceptional children of school age residing within the school district who are in need of specialized assistance.

The plan shall include procedures which comply with the equal protection and due process clause of the U.S. Constitution as they relate to: (1) child find/ referral, (2) screening, (3) evaluation, (4) eligibility, (5) individual education program and (6) other legal aspects concerning exceptional children.

The program for Special Education in the Covington County Schools shall include services in all exceptionalities defined by state and federal guidelines when needs are identified.

All development and implementation procedures shall comply with specified state and federal statutes concerning education programs for exceptional students.

The Board will provide free appropriate public education for all eligible children with disabilities, ages 3 through 5 inclusive, in accordance with the "Individuals With Disabilities Act," PL 91-230" and all amendments thereto.

**Legal Ref: AL Code, 16-39-1, et seq.; 16-39A-2; 20 U.S.C 1401 et seq.**



The Americans with Disabilities Act of 1990 (ADA) provides that “no qualified individual with a disability shall, by reason of such disabilities, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”

The superintendent shall designate an ADA specialist who shall be responsible for coordinating the board’s efforts to comply with and carry out its responsibilities under the ADA, including any investigation of complaints.

Any student, employee, applicant for employment or patron of the Board who believes that he/she has been discriminated against on the basis of disability in violation of the ADA, may file a written complaint with the ADA specialist. The complaint must be filed in writing and contain the name and address of the person filing the complaint and a description of the alleged violation. The complaint must be filed within ten (10) working days of the alleged violation. The ADA specialist shall conduct an investigation into the alleged violation and mail a written response to the allegation within ten (10) working days after receipt of the written complaint. Any appeal of the ADA specialist’s response must be made within ten (10) working days of receipt of the response. The appeal must be in writing and state the particular portions of the response with which the complainant disagrees. The Board shall consider the appeal at the next regularly scheduled meeting of the Board and shall notify the complainant in writing of its decision within ten (10) working days after the Board meeting at which the appeal is considered.

The ADA specialist shall maintain all files and records of the Board relating to complaints filed pursuant to the policy.

**Adopted: August 13, 2002**

**Legal Ref: Americans with Disabilities Act of 1990**

**POLICY TO ASSURE FULL EDUCATIONAL OPPORTUNITIES  
TO CHILDREN WITH DISABILITIES**

3.23

The Covington County Board of Education hereby establishes/affirms the following policy to ensure full educational opportunities to all children with disabilities:

**SPECIAL EDUCATION**

The Board authorizes the superintendent to prepare and maintain a comprehensive plan for the development and implementation of individual instructional programs for all exceptional children of school age residing within the school district who are in need of specialized assistance.

The plan shall include procedures which comply with the equal protection and due process clause of the U.S. Constitution as they relate to: (1) child find/ referral, (2) screening, (3) evaluation, (4) eligibility, (5) individual education program and (6) other legal aspects concerning exceptional children.

The program for Special Education in the Covington County Schools shall include services in all exceptionalities defined by state and federal guidelines when needs are identified.

All development and implementation procedures shall comply with specified state and federal statutes concerning education programs for exceptional students.

The Board will provide free appropriate public education for all eligible children with disabilities, ages 3 through 5 inclusive, in accordance with the "Individuals With Disabilities Act," PL 91-230" and all amendments thereto.

**Legal Ref: AL Code, 16-39-1, et seq.; 16-39A-2; 20 U.S.C 1401 et seq**

A. Policy Statement

All children with disabilities ages three (3) through twenty-one (21) within the Covington County School System will be provided a free and appropriate education by September 1, 1991, provided funds are made available by the state and federal agencies for the purpose of fully funding programs for three (3) and four (4) year olds.

- (1) This policy applies to all schools, including private and other service agencies within the boundaries of the Covington County School System for the education of children with disabilities.
- (2) Children with disabilities included are those defined in P. L. 94-142 and as amended in P. L. 101-476 IDEA Part B.
- (3) The first priority of the Covington County Board of Education is to provide service to the unserved severely disabled and second to the most severely disabled who are receiving an inadequate education.

B. Implementation

In implementing the right to education policy:

- (1) All children with disabilities regardless of the severity of the disability will be located, identified, and evaluated.
- (2) Each child with a disability will be placed in a program best suited to meet his/her individual needs.
- (3) Special Education and related services will be made available to all children with disabilities at public expense, under public supervision and direction, and without charge.
- (4) In matters of discipline involving a child with a disability the Covington County Board of Education will follow the procedures outlined in Administrative Codes of the State of Alabama adopted by the State Board of Education. Should the above mentioned policy be revised, the Covington County Board of Education will amend its present policy to comply with State guidelines.
- (5) The Covington County Board of Education will cooperate with the other educational programs for children with disabilities.
- (6) The Covington County Board of Education will work closely with all the service agencies that serve the children with disabilities in Covington County.
- (7) The Covington County Board of Education shall establish a Special Education Advisory committee composed of the Special Education coordinator, parents, and students to review policies and procedures of the Local Education Agency Special Education Program.

Full implementation of the above policy will only be possible through increased funding by the State Board of Education and the full funding of the Individuals with Disabilities Education Act, Part B, P. L. 101-476.

## **I. INTRODUCTION**

Section 504 of the Rehabilitation Act of 1973, in the portion of the Act, originally authorized under Public Law 93-112 that stated "no otherwise qualified individual with a handicap in the United States shall, solely by reason of her or his handicap, be excluded from the participation in, or denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Nothing in this title shall be construed to restrict or limit the rights, procedures, and remedies available under the constitution, Title V of the Rehabilitation Act protecting the rights of handicapped children and youth, except that before the filing of a civil action under such laws seeking relief that is also available under this part, the procedures under subsection (b) (2) and (c) shall be exhausted to the same extent as would be required had the action been brought under this part.

## **II. A CLARIFICATION OF KEY TERMS AND CONCEPTS TAKEN FROM THE REHABILITATION ACT OF 1973, SECTION 504**

### **A. INTENT**

Qualified handicapped individuals cannot be excluded from participation in school activities solely because of their disability. This includes, but is not limited to, extracurricular activities, vocational programs or instructional courses.

### **B. QUALIFIED OR MENTAL IMPAIRMENT**

Section 504 broadens the definition of a handicapped individual as described in PL 94-142. A "qualified handicapped individual" under 504 is a person who:

1. has a physical or mental impairment which substantially limits one or more life activities,
2. has a record of such an impairment and,
3. is regarded as having such an impairment.

### **C. PHYSICAL OR MENTAL IMPAIRMENT**

It is important to note the breadth and scope of the term physical or mental impairment as included in the definition of Section 504. (a) "Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive,

digestive, genitourinary, lymphatic, and endocrine systems, or (b) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, specific learning disability.”

D. MAJOR LIFE ACTIVITIES

Major life activities include caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

E. RECORD OF IMPAIRMENT

Record of impairment may mean have a history of or being misclassified as having a mental or physical impairment that substantially limits one or more major life activities.

F. REGARDED AS HAVING AN IMPAIRMENT

Regarded as having an impairment refers to being treated differently by others because the individual is perceived as handicapped. This includes a person who has a disability, but the disability does not substantially limit major life activities. It also includes an individual who does not have a disability, but is treated as if he/she does.

G. QUALIFIED

A “qualified” handicapped person for public preschool, elementary, secondary, or adult education services is one who: (1) is of an age during which non-handicapped persons are provided such services; (2) is of an age during which it is mandatory under state law to provide such services to handicapped persons; or (3) is a resident of a state that required to provide free and appropriate public education under PL 94-142.

Intellectually gifted children are those who perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. All second grade students in the Covington County Schools will be observed as potential gifted referrals as a part of Alabama's Gifted Child Find Program. A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals knowledgeable of the student's abilities. Parents must be informed when students are referred.

For each student referred, information is gathered in the following three areas:

1. Aptitude--Aptitude should be assessed through an individual or group test of intelligence or creativity.
2. Characteristics--A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.
3. Performance--At least three indicators of performance at a gifted level must be submitted. These may include, but are not limited to, achievement test scores, products, work samples, and/or portfolios.

These scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

CCS believes in the philosophy of assisting all students in developing their academic potential. Any student enrolled in the district may be referred to acceleration according to written procedures as outlined by CCS.

Reference 290-8-9-.12

The Covington County Board of Education is committed to the goal of providing quality education for every child in this school system. To this end, we want to establish a cooperative effort between parents and schools. Further, it is our belief that the involvement of Title I parents increases the effectiveness of the program and contributes significantly to the success of the children. To that end, the Covington County Schools Title I staff will strive to fully involve parents.

**School Admission**

It is the policy of the Covington County Board of Education to provide all students including language minority students, migrant students, transit, foster children, and homeless students, with the same free, meaningful, and appropriate educational programs allowing all student the same benefits and rights to participation regardless of race, color, disability, sex, religion, national origin, or legal age. The enrollment of homeless, migrant and limited English proficient children and youth shall not be denied or delayed to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcript
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation

The following procedures should be considered and followed to assist in securing immunizations so all students will meet the immunization requirements of the State of Alabama as indicated in the Section 420-6-1-.02 and the Code of Alabama, 1975, Section 16-30-5:

- Contact school nurse
- Provide school nurse with necessary previous immunization information about the student in question (if available)
- The school nurse shall contact parent(s) or legal guardian
- Counsel with parent about required immunizations needed
- Assist the parent in obtaining immunizations the child needs by provided outside agency contacts

If a student attends school without proof of having the immunizations required, the student may be asked to attend class in an area safely away from other students who may be exposed to contagious diseases.

Immunization shall not be required in the case of a child whose health, in the opinion of a reputable physician, would be endangered, or where the parents or legal guardians of the child have filed a written objection to immunizations against non-epidemic diseases based on religious grounds or the student falls under the classification of LEP, Migrant or Homeless, foster children.

If a student is absent from school due to obtaining immunizations records, the absence will be marked EXCUSED.



### **3.26 Page 2**

In the event a student enrolls in the school without a Social Security Number, he/she will be assigned a number.

**Ref: AL Code 16-30-1 to 3**

**Ref: Elementary and Secondary Education Act, 1994**

**Stewart B. McKinney Homeless Assistance Act (Section 103)**

**Ref: Elementary and Secondary Education Act, 1994**

**Stewart B. McKinney Homeless Assistance Act (Section 103)**

No sectarian doctrine shall be taught or inculcated in any of the public schools of the county.

**MIGRANT, IMMIGRANT, ENGLISH LANGUAGE LEARNERS,  
NEGLECTED AND DELINQUENT AND FOSTER CHILDREN**

Homeless, Migrant, Immigrant, English Language Learners, Neglected and Delinquent and Foster Children students who attend Covington County Schools will be provided educational services needed to allow them to achieve the same challenging state content and student performance standards as other students.

The Covington County Board of Education acknowledges its responsibility under the No Child Left Behind Act to ensure a free and appropriate education for homeless, migrant, immigrant, English Language Learners, neglected and delinquent students, and foster children, and to the extent possible, to address the special educational and support needs of these identified populations. In satisfying the intent of the No Child Left Behind Act regarding these identified populations, this system will do the following:

- Eliminate enrollment barriers such as 1) residency requirements; 2) lack of social security number; 3) lack of birth certificate; 4) lack of immunizations; 5) legal custody requirements; 6) lack of school records or transcripts; 7) transportation; 8) language barriers; and 9) disabilities. Should students enroll without the required documentation, principals and/or designated staff with the assistance of appropriate system level personnel will take the necessary steps to secure required documents.
- Provide instructional materials, services, and support as needed to enable the specified populations to meet challenging academic standards.
- Increase efforts to ensure the timely identification of such children within the LEA.
- Increase the awareness among school personnel, parents, and community agencies of student/family rights and LEA responsibilities regarding services available to homeless, migrant, immigrant, English Language Learners, neglected and delinquent students and foster children.

The board shall not unlawfully discriminate on the basis of race, sex, religion, national origin, age, or disability or other classification or consideration prohibited by state or federal law.

The board shall adopt such grievances, complaints or administrative procedures as may be appropriate to promote or secure compliance with such laws.

Title I Complaints. Time limits for investigation and resolution of Title I complaints shall not exceed thirty (30) days unless a longer period of time is provided by the State Department of Education due to special circumstances in accordance with regulations established by the United States Commissioner of Education.

Title I complainants may, within thirty (30) days after receipt of Covington County Board of Education's final written decision, appeal to the State Department of Education.

Dissemination of information concerning Title I procedures shall be made to all interested parties including Covington County Schools' district and school advisory councils.

Sexual harassment as defined herein and by law is prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature and can consist of, but not be limited to, sexually-oriented "kidding" or jokes; physical contact such as patting, pinching, or purposely rubbing against another person's body; demands or requests for sexual favors; and displaying sexually explicit or pornographic material, no matter how it is displayed that takes place under any of the following circumstances:

- a. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction or participation in other school activities.
- b. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual advances.
- c. When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance or creating an intimidating, hostile, or offensive work or learning environment.

This policy applies to all employees and students within the jurisdiction of the Covington County Board of Education including, but not limited to, full-time and part-time employees and students and permanent and temporary employees and students.

Sexual harassment complaints may be addressed through the board's grievance or complaint procedures and are outlined below:

Victims of sexual harassment should report sexual harassment activity to the immediate supervisor of the offending person immediately upon occurrence, or, if they prefer, to a counselor, or Assistant Principal with whom they feel comfortable. It is the responsibility of the person to whom the incident is reported to report the incident to the Title IX Coordinator. No reprisals or retaliation will occur as a result of good faith reporting of charges of sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The investigation procedures will be completed within twenty (20) working days, when practical, after the Title IX Coordinator has received the complaint. If satisfactory resolution of any complaint is not reached, the complainant may refer the matter to the superintendent and ultimately to the board of education following the Grievance Procedures established by the Board Policies.

This policy will be presented to all administration, faculty, support staff, and student members of the Covington County School System. A presentation on Sexual Harassment will also be given annually on Teacher Institute Day. Also, any Board approved changes to this policy will be disseminated immediately to the fore-mentioned members of the Covington County School System.

Any employee or student found to have engaged in sexual harassment of any employee or student shall be subject to disciplinary action as determined by the superintendent.

It is the responsibility of the Title IX Coordinator to ensure that all employees acknowledge receipt of this policy and to keep a receipt in each employee's personnel file or student's record.

**Related References:** Ala. Code § 26-14-3.

The superintendent will develop procedures to allow employees and students to attempt to resolve grievances. Grievance matters under this policy are limited to employee or student/parent complaints that are based on alleged violations of board policy or alleged violations of laws directly affecting the rights of the complaining party. The normal procedure to be followed by each parent, student or employee is to discuss the matter with the teacher, school principal or supervisor directly in charge. Procedures will embody the following objectives:

- Require all parties to attempt first informal resolution of differences before filing a formal written grievance;

Exclude issues covered by the tenure, fair dismissal or contract principal laws or any other matters for which more specific procedures are available that are more precisely tailored to the grievant's complaint;

- Require timely filing of complaints;

If the problem remains unresolved the complainant may, within five (5) working days after the meeting with the superintendent, request in writing a full hearing before the Covington County Board of Education.

Upon receipt of request for a hearing, the Covington County Board of Education with whom the request is filed, shall set the time and place for the hearing, which time shall not be less than five (5) working days or more than fifteen (15) working days. The Covington County Board of Education shall give notice of the time and place of such hearing to all interested parties. Said hearing date may be reset by mutual agreement of both parties.

Encourage prompt resolution at the lowest level possible;

All parties shall have the right to legal counsel at personal expense, to present witnesses and documentary evidence, and to cross-examine witnesses offered by other parties.

All parties shall be given the opportunities to present (reasonable) oral argument and to file written briefs. All written briefs must be presented to all parties concerned.

The Covington County Board of Education, before whom such hearing is held, shall, within a reasonable time, render in writing a decision.

- Permit the superintendent and/or his or her designee to investigate all claims as appropriate; and
- Allow review by the board.

A comprehensive safety plan complying with state Department of Education guidelines will be developed, implemented and periodically reviewed.

**School Safety and Discipline Report**

Reference: Ala. Code § 16-6B-7

**Unsafe School Choice Option**

Reference: AAC 290-3-1-.02(1)(e)

**See Covington County Schools Safety Plan**



## **TOBACCO USE**

**3.41**

Smoking and the use of tobacco products are prohibited on school grounds and at school activities.

Students and employees will be disciplined for violations established in accordance with disciplinary procedures. Visitors in violation of this policy will be asked to leave the premises.

### **PROHIBITING THE USE OF TOBACCO**

The principal shall enforce the tobacco policy. Smoking and the use of all tobacco products by anyone is prohibited in all school buildings and on any property owned by the Board of Education or under Board control. Such places include offices, hallways, breezeways, restrooms, bathrooms, lunchrooms, meeting rooms, school grounds etc. This policy includes school-sponsored events held on school property during and after regular school hours.

Smoking and the use of tobacco products by Board employees on duty and students is prohibited during field and athletic trips and at school-sponsored events held on property not under the control of the Board. Parents and other volunteers who participate in field and athletic trips shall be requested to refrain from smoking and using tobacco products during such trips.

Students who violate this policy will be punished, with possible consequences being among those listed under Class III violations of the Code of Student Conduct and Student Handbook.

Employees who violate this policy may be subject to disciplinary action to include verbal warning by immediate supervisor, written warning by immediate supervisor, written warning by Superintendent, and/or dismissal by the Board. In any disciplinary action taken, due process will be followed in accordance with State/ Local law and policy.

File: Section 6 (20)

Approved/Adopted: 2006

Reference: AAC 290-3-1-.02(1)(b)

**Related References:** Alabama Administrative Code 290-3-1-02-(1)(6)(2).

**Firearm Possession**

The bringing or possession of a weapon or dangerous instrument by anyone on any property owned, leased or operated by the school board is strictly prohibited except for duly sworn law enforcement officers in the performance of their duties and those who serve the system as resource officers and security guards. Otherwise, firearm possession is strictly prohibited regardless of a legal permit to carry said firearm or a valid state license to do so.

**GUN-FREE SCHOOLS (GFSA)**

*File: Section 4(25) Section 6(21) Revised/Approved/Adopted: 2006*

It is part of Covington County Schools Gun-Free Schools Policy and Code of Student Conduct to require the expulsion of students for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions. Covington County School board and/or superintendent of education may modify the expulsion requirement for a student on a case-by-case basis. (This policy does not apply to law enforcement officials acting within the official capacity of their position)

A firearm is defined as (a) weapon (including a starter gun, stun/laser, and airgun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.

The principal or his/her designee **MUST** notify the appropriate law enforcement authority as well as notification to parents of student(s) who violate the firearm free school policy.

Discipline of students with disabilities who violate the firearm policy shall be determined on a case-by-case basis in accordance with requirements of the Individual with Disability Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Employees who violate this policy are subject to disciplinary action, including but not limited to termination of employment. All employment rights under the law will be granted in handling such cases.

All other individuals who violate this policy are subject to criminal prosecution.

\*GFSA and other state required disciplinary data should be reported to the SDE through the School Incident Report (SIR).

**Ref: 16-1-24.3 Code of Alabama(1975)**

Reference: AAC 290-3-1-.02(1)(b)

**Related References:** Alabama Administrative Code 290-3-1-.02(1)(6)(3).

Reference: AAC 290-3-1-.02(1)(b)

**Related References:** Alabama Administrative Code 290-3-1-.02(1)(6)(3); Ala. Code § 16-1-24.3

The Covington County School system will work cooperatively with the local and state health agencies to enforce and comply with applicable health codes for the prevention, control, and containment of communicable diseases in schools.

See Pages-60-61 Communicable Diseases in Covington County School District School Safety Plan, 2008.

**A. 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 schools of the Covington County School system. School personnel will cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including necessary Immunization Assessment Summary Forms, to provide for preventable communicable disease control.

**B. Authority to Exclude Student**

The Superintendent or his local school designee shall have the authority to exclude any student from school when reliable evidence or information from a qualified source confirms him/her as having a communicable disease, infection, or parasite 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 shall be excluded from the Covington County School system for a period as is prescribed by the local health department, school nurse, a physician, or designated school personnel. In all cases, a statement of clearance from the Department of Health, school nurse, a physician, or designated school personnel shall be required before the student may reenter school or return to work. In cases of pediculosis, Covington County Schools will follow the requirement by the Alabama State Department of Public Health that all students must be "lice and nit free" to attend school. Students will be eligible to attend school after school personnel determine they are lice and nit free.

**C. Due Process for Students**

When reliable evidence or information from a qualified source confirms that a student is known to have a communicable disease or infection that is known not to

be spread by casual contact\*, i.e. AIDS, hepatitis B, and other like diseases, the decision as to whether the affected person will remain in the school setting will be addressed on a case by case basis by a review panel to ensure due process. (Protocol and review panel membership is outlined and attached to this document.)

In the above individual is a student who has been determined to be handicapped pursuant to the administrative rules for special education, or is suspected of being physically or otherwise health impaired, the protocol for special education students, will be followed.

**D. Mandatory Screening for Communicable Diseases**

Mandatory screening for communicable diseases that are known not to be spread by casual contact\* is not warranted as a condition for school entry. Random mandatory screening for communicable disease known to be spread by casual contact\* will be conducted in the schools.

**E. Procedures for Handling Blood or Body Fluids**

Irrespective of the disease present, routine procedures shall be used and adequate sanitation facilities will be available for handling blood and/or body fluids within the school setting. School personnel will be trained in the proper procedures for handling blood and body fluids and all school personnel will strictly adhere to these procedures. Sharps, needles, or other instruments used for medicinal purposes will be used and disposed of in the designated containers at each school under the supervision of school personnel and with approval of the school administrator. In addition, sharps, needles, or any other disposable equipment that may be contaminated by blood or blood-containing body fluids will be discarded in the designated container. A trained school nurse will transport these containers, as necessary, to the Covington County Health Department or to the local hospital's disposal area.

**F. Confidential Information**

All people' privileged with any medical information that pertains to students 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, which includes the parent/guardian, student is over 18\*\*, Superintendent or his representative. (\*\*Age is not a factor if student is married.)

See Section 3.20 FERPA

**Acquired Immune Deficiency Syndrome:** Employees have a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or employee. Malicious or frivolous allegations in regard to HIV status or violation of medical privacy is cause for disciplinary action.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed and dated consent of the person with HIV infection (or the parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure.

All health records, notes and other documents that reference a person's HIV status will be kept in a secure and confidential file apart from any student record or employee file.

**AIDS/HIV Infection Control:** Employees are required to follow infection control guidelines in all settings and at all times. Schools will operate according to the standards promulgated by the U.S. Centers for Disease Control Occupational Health and Safety Administration for the prevention of blood-borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably available.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood to blood contact, school authorities will counsel that person, (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

#### **G. Case Identification**

Anyone with knowledge of a student who has a communicable disease that is known not to be spread by casual contact\* within the school system and who feels this information should be reported, should contact the school Superintendent. The superintendent will have the responsibility of contacting appropriate health department personnel and medical advisors. The purpose of this procedure is to protect the confidentiality of the affected individual.

H. **Instructions Regarding Communicable Diseases**

Instruction on the principal modes by which communicable diseases, including but not limited to, Acquired Immunodeficiency Syndrome (AIDS) are spread and the best methods for the restriction and prevention of these diseases, shall be taught to students.

\*For a clearer understanding of the phrase "spread by casual contact," refer to *The New England Journal of Medicine*, February 6, 1986, p. 346.

Ref: Alabama Code 16-29-1, 16-30-1 to 16-30-5

**II. PROTOCOL FOR COMMUNICABLE DISEASES KNOWN NOT TO BE SPREAD BY CASUAL CONTACT**

**Preamble**

Covington County Schools shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the public. Staff members shall cooperate with public health authorities to promote these goals.

The evidence is overwhelming that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, day care, or school athletic settings.

A. **School Attendance**

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision-makers must consult with the student's physician and parent or guardian; respect the student's and family's privacy rights; and reassesses the placement if there is a change in the student's need for accommodations or services.

See Section 3.20 FERPA

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

**B. Employment**

The Covington County School System does not discriminate based on HIV infection or association with another person with HIV infection, in accordance with the Americans with Disabilities Act of 1990. An employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

**C. Privacy**

Pupils or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure.

All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

**D. Infection Control**

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Health

and Safety Administration for the prevention of blood-borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The Health Education Coordinator shall implement the precautions and investigate, correct, and report on instances of lapse.

A school staff member is expected to alert a person responsible for health and safety if a student's health condition or behavior presents a reasonable risk of transmitting any infection.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

#### E. **HIV and Athletics**

The privilege of participating in physical education classes, athletic programs, competitive sports, and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

All employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks will reflect these guidelines. First aid kits must be on hand at every athletic event.

All physical education teachers and athletic program staff will complete an approved first aid and injury prevention course that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

#### F. **HIV Prevention Education**

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The educational program will:

- be taught at every level, 5<sup>th</sup> through grade twelve;
- use methods demonstrated by sound research to be effective;
- be consistent with community standards;
- follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC);
- be appropriate to students' developmental levels, behaviors, and cultural backgrounds;



- build knowledge and skills from year to year;
- stress the benefits of abstinence from sexual activity, alcohol, and other drug use;
- include accurate information on reducing risk of HIV infection;
- address students' own concerns
- include means for evaluation;
- be an integral part of a coordinated school health program;
- be taught by well-prepared instructors with adequate support; and
- involve parents and families as partners in education.

Parents and guardians will have convenient opportunities to preview all HIV prevention curricula and materials. School staff members shall assist parents or guardians who ask for help in discussing HIV infection with their children. If a parent or guardian submits a written request to a Principal that a child not receive instruction in specific HIV prevention topics at school, and assures that the topics will be discussed at home or elsewhere, the child shall be excused without penalty.

The education system will endeavor to cooperate with HIV prevention efforts in the community that address out-of-school youth and youth in situations that put them at high risk of acquiring HIV.

#### G. **Related Services**

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs, and to other HIV-related services as needed. Public information about resources in the community will be kept available for voluntary student use.

#### H. **Staff Development**

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

## I. General Provisions

On an annual basis, school administrators will notify students, their family members, and school personnel about current policies concerning HIV infection, and provide convenient opportunities to discuss them. Information will be provided in major primary languages of students' families.

This policy is effective immediately upon adoption. In accordance with the established policy review process, or at least every three years, The Health Education Coordinator shall report on the accuracy, relevance, and effectiveness of this policy and, when appropriate, provide recommendations for improving and/or updating the policy.

## III. **PROTOCOL FOR SPECIAL EDUCATION STUDENTS WHO HAVE CONTRACTED A COMMUNICABLE DISEASE KNOWN NOT TO BE SPREAD BY CASUAL CONTACT**

In order to be consistent with both State and Federal law and to protect the rights of handicapped students, the following protocol applies for special education students who have been identified by a qualified source as having a communicable disease that is known not to be spread by casual contact.

### Procedure Determination

1. If the student has been identified as disabled, the individualized educational planning team (IEP Team) will serve as that student's review panel.
2. If the student is suspected of being disabled, identification, evaluation, and eligibility procedures as outlined in Alabama administrative code will be followed. Every effort will be made to expedite the procedures as quickly as possible.

### A. Procedure

1. The IEP Committee shall be convened within 48 hours of learning that the student has been identified as having a communicable disease that is known not to be spread by casual contact.

2. The IEP committee shall include the participants and carry out the responsibilities as outlined in section 5.0 Individualized Education Program of the Administrative Policy Manual, and sections 300.341 through 300.439 in the Education for the Handicapped Act 504. The IEP Committee shall be expanded to include the following participants:
  - a. A physician treating the individual
  - b. A health official from the Covington County Health Department who is familiar with the disease
  - c. A child advocate (e.g. nurse, counselor, social worker, etc., from in or outside the school setting) approved by the infected person or parent/guardian
  - d. Any other appropriate participant, at the discretion of the parents or agency, who has knowledge of the individual or genuine interest in his/her welfare.
3. The impartial due process hearing under regulation 300.506 of the Education of the Handicapped Act and section 8.0 of the Administrative Policy Manual provides the necessary safeguards when the parent and school district disagree with the decision(s) of the IEP Committee.

#### **B. Child's Status During Proceedings**

1. During the pendency of any administrative or judicial proceedings regarding a complaint, unless the public agency and the parents of the child agree otherwise, the child involved in the complaint must remain in his or her present educational placement.
2. If the complaint involves an application for initial admission to public school, the child, with the consent of the parents, must be placed in the public school program until the completion of all the proceedings.

Comment: Section 300.513 does not permit a child's placement to be changed during a complaint proceeding, unless the parents and agency agree otherwise. While the placement may not be changed, this does not preclude the agency from using its normal procedures for dealing with children who are endangering themselves or others.

#### **C. Confidentiality**

Regulation 300.500 of Act 504, Education for the Handicapped, provides safeguards for parents and children regarding "consent," "evaluation," and "personally identifiable" information. For the purposes of this policy, "consent" and "personally identifiable" will be focused on.

1. "Consent" means:
  - a. The parent has been fully informed of all information relevant to the activity for which consent is sought, in his or her native language, or other mode of communication.
  - b. The parent understands and agrees in writing to the carrying out of the activity for which his or her consent is sought, and the consent describes that activity and lists the records (if any) which will be released and to whom.
  - c. The parent understands that the granting of consent is voluntary on the part of the parent and may be revoked at any time.
2. "Personally identifiable" means that information includes:
  - a. The name of the child, the child's parents, or other family member
  - b. The address of the child
  - c. A personal identifier, such as the child's social security number or student number
  - d. A list of personal characteristics or other information, which would make it possible to identify the child with reasonable certainty.

**LEGAL REF: AL Code 16-29-1; 16-30**

**DEFIBRILLATOR POLICY FOR AUTOMATED EXTERNAL  
DEFIBRILLATOR (AED)**

**3.43.1**

It shall be the policy of the CCBOE to permit the use of Automated External Defibrillators (AED). Covington County Schools agree that authorized personnel will be trained utilizing a training program that conforms to nationally recognized standards for CPR and AED, and that meets state requirements for AED training.

It is also noted that the CCBOE and its employees cannot be held liable according to State Law as found in the complete policy.

Attendance Prerequisite for driver's License (as required by Act 93-368). The purpose of ACT 93-368 is to require school attendance standards as a prerequisite for driver's license of learner's permit for the operation of a motor vehicle. School attendance standards are met by enrollment in a school or General Education Development (GED) program or job training program approved by the State Superintendent of Education.

Enrollment status will be verified for any student 15 years or older by the designated school personnel on part I of the Student Enrollment/Exclusion Status form and given to the student upon request. The designated school personnel will notify the Department of Public Safety (DPS) when a student has more than ten (10) consecutive or fifteen (15) cumulative days of unexcused absences during a single semester. The student will be advised that the DPS has been notified of the student's absences or withdrawals.

Enrollment status is defined as any of the following conditions:

1. Enrolled in a public school
2. Enrolled in a GED program
3. Enrolled in a job training program approved by the State Department of Education (ALSDE)
4. Exempted for circumstances beyond the control of the applicant as defined ALSDE guidelines

\*Exemptions are defined in accordance with Section 16-28-6, Alabama Code, 1975, circumstances beyond the control of the student are limited to the following:

1. Students who are mentally or physically unable to attend school
2. Students who are regularly and legally employed under the provision of the Child Labor Law
3. Students, who, because of the distance they reside from school and the lack of public transportation, are compelled to walk more than two (2) miles to attend a public school

Suspension or expulsion from school or imprisonment is not circumstances that qualify for exemption.

The principal of each school will be the sole judge of whether or not the evidence presented meets the legal requirements of "circumstances that are beyond the control" of the student. The designated school official of such exemptions on the Student Enrollment/Exclusion status form will notify the DPS.

The student shall have the right to appeal the decision of the principal regarding the student's enrollment status. To appeal, the student shall submit to the appropriate school principal written notification of intent to appeal within fifteen (15) days of the issuance of enrollment status, including a statement of reason for the appeal. The appeals process shall follow the procedures adopted by the CCS Board of Education for any other grievance or complaint.

**CODE OF CONDUCT AND  
DISCIPLINARY STANDARDS FOR STUDENTS**

**3.45**

The Covington County Board of Education has adopted a Code of Student Conduct that includes disciplinary standards. This Code of Student Conduct is reviewed annually by a committee of administrators, faculty, students, and parents, and must be approved by the Board of Education.



The board recognizes the importance of homework and maintains that it should be required in the academic subject areas. The board also 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 the assignment. No homework should be made that does not directly support a clearly identified instructional objective. Homework, where appropriate, should be part of the overall instructional plan of each teacher, and the student should understand the role that homework will play in the teaching and learning in each course. Additionally, parents, during conferences with teachers, should be given a clear understanding of the objectives behind homework as it relates to each course and homework requirements should be clearly identified. Homework should never become "busywork" but, as has been stated, must be an integral part of the instructional program; therefore, teachers may include homework assignments as a part of each student's evaluation during each grading period. Assignments should be in correlation with the resources available to the student.

The CCBOE recognizes the need for parent-teacher conferences. At the secondary level, responsibility for scheduling and conducting conferences will be shared by teachers, counselors, and administrators and, by necessity, may involve group meetings with the opportunity for interaction between professional personnel and the parent/guardian. Prior to entry into the ninth grade, the board encourages parent-teacher conferences to be conducted through coordinated efforts by professional personnel to plan each student's program of studies based upon expectations, goals, and objectives. Each year, the program of studies should be modified as necessary in accordance with changes in goals and objectives. Each school will develop plans and procedures for implementing conferences based on school system policy and guidelines.

It is the policy of the Covington County Board of Education that each local school shall provide a thorough instructional remediation program for each student who fails to acquire designated knowledge and skills and must monitor the success of this remediation.

BBSST (Building Based Student Support Team) procedure is applied as a planned program.

**GOALS AND PERFORMANCE STANDARDS  
PROMOTIONS AND RETENTIONS**

**3.49**

It is the policy of the CCBOE that each student successfully complete existing course work and acquire the skills and competencies as required before that student is promoted to the next grade level or course.

Students entering the ninth grade, for the first time, in the Fall of 1996 and thereafter, must complete graduation requirements as established by the Alabama Legislature in the accountability plan, overseen by the State Board of Education. Students are offered diploma options based on the diploma requirements of the Alabama State Department of Education.

Graduation from an Alabama high school denotes the completion of a school program, which has been planned and administered to meet as nearly as possible the needs of the student. The Alabama State courses of study shall be followed in meeting these requirements.

See Section 4.21 for Specific Diploma Requirements

## GRADE PLACEMENT FOR HIGH SCHOOL STUDENTS

3.49.2

After leaving the eighth grade, students will be classified in grade levels based on the number of units earned and satisfactory progress toward completing graduation requirements.

**Freshman**     Must have been promoted from the eighth grade or administratively placed in the ninth grade.

**Sophomore**   5 Units

**Junior**        11 Units

**Senior**        17 Units

Must be able to schedule all remaining courses during the necessary regular school year or the following summer to meet graduation requirements.

While all duties cannot be listed, some of the main duties of the board are listed below:

1. Shall administer and supervise the schools through the county superintendent of education
2. Shall fill vacancies as necessary on the board
3. Shall hold regular and annual meetings
4. Shall appoint the county superintendent of education for any period of years from two (2) to four (4) and set his/her pay and other compensations
5. Shall appoint a custodian of school funds and set his/her term and bond
6. Shall exercise care and control of school property through various agencies
7. Shall supervise and control the schools through various agencies
8. Shall hold hearings as appropriate
9. Shall appoint teachers, principals, and other workers
10. Shall set school calendars including opening and closing dates for the schools
11. Shall attempt to standardize schools
12. Shall publish an annual financial report
13. Shall see that reports are made to the State Department of Education
14. Shall see that school buildings and contents are insured with the State Insurance Funds
15. Shall seek input from all concerned parties before altering or making policies except in emergencies
16. Shall make other decisions as the need may arise

It shall be the duty of the president to preside at all meetings of the board of education, to appoint all committees whose appointment is not otherwise provided for, to approve all warrants observed by the board of education to be drawn upon the treasurer for school monies, and to fulfill any other duty as recorded in the *Alabama Association of School Boards Handbook*.



## **DUTIES OF THE SECRETARY OF THE BOARD**

**3.49.5**

The secretary of the board shall attend all meetings of the board; shall keep an accurate journal of its proceedings; and shall have the care and custody of the records, books, and documents of the board. He/She shall keep an accurate account of all monies paid to the treasurer for the account of said board, and of all monies paid or orders drawn on the treasurer by the board. He/She shall prepare and submit to the board an annual financial report. The records of the board shall, at all reasonable times, be open for and available to public inspection as previously specified.

The County Board of Education may elect any individual to be the custodian of all monies to which the County Board of Education is entitled by law, or which may come into its possession, said person so selected to be known and designated as the treasurer of the County Board of Education. The designated treasurer of the County Board of Education shall receive and hold all monies and shall pay out such county school funds only on the written order of the county superintendent of schools, approved by the president of the County Board of Education, and shall keep such records and account of such funds as shall be required.

Line of Authority. The principal shall be directly responsible to the superintendent of schools. The principal is the immediate supervisor of his/her school and all personnel connected with his/her school. He/She shall make recommendations to the superintendent concerning personnel matters.

Administrative Function. The principal shall be responsible for the administration of his/her respective buildings and enforce the rules of the board. He/She has authority to call upon all certified and non-certified personnel to this end.

Other Duties. The principal shall meet with the superintendent for conferences as often as needed, keep accurate and complete records, delegate authority, adequately supervise all academic and non-academic activities placed under his/her jurisdiction, participate in curriculum studies, and be tactful in public relations.

Responsibility. The principal shall be fully responsible for decisions made in his/her respective school. All financial accounts for the school are under the principal's direct supervision.

Neatness of Grounds and Buildings. The principal shall be responsible for the neatness and cleanliness of the school premises.

Time of Arrival at Building. It shall be the duty of the principal to be present thirty (30) minutes before the opening of school and to remain on duty at least thirty (30) minutes after the last regular class scheduled in the building is dismissed.

Early Dismissal of the Entire School. No principal or teacher, without the consent of the superintendent of education shall dismiss students during school hours or close the school during school hours unless in case of an emergency.

Opening of Buildings for Students. The principal shall open the school for students at least fifteen (15) minutes before the start of the school day. Earlier opening of the building is left to the discretion of the principal.

Promotion of Health and Safety. The principal shall promote health and safety education. Drills will be held according to state regulation.

Removal of School Property. The principal shall be responsible for all equipment assigned and inventoried to the school under his/her supervision. The lending of this equipment can be done only by the principal. The principal shall keep in writing a record of all equipment lent and date returned for the superintendent's inspection.

Supervision of Records. The principal shall examine all class records, giving such direction as will insure their being kept in a proper manner. Records of teachers must be filed with the superintendent or principal as directed by the superintendent.

Permission for Students to Leave School Premises. No student shall leave the premises during school hours without the principal granting the request of the parent or guardian or for good cause known to the principal.

Security of Premises at the Close of School Day. The principal shall enforce the clearance of school grounds before and after school. Students shall not assemble upon the school grounds earlier than necessary without the approval of the principal. They shall leave the grounds immediately upon being dismissed and go directly home unless permission has been given to do otherwise.

Damage to School Property. The principal shall administer appropriate disciplinary action as outlined in the Code of Student Conduct to a student who intentionally or accidentally destroys or damages school property.

Permission to Leave Campus During Lunch. All students shall remain on campus during the lunch break.

Teacher Evaluation. The principal shall be responsible for the supervision of all personnel under his/her jurisdiction. The principal shall file an Evaluation Summary Report (ERS) each spring on the status of each teacher who is fully evaluated as a part of the three-year PEPE cycle for certified personnel. The ESR shall be furnished to the board upon request. The principal shall also be responsible for in-servicing the faculty with the instrument that is to be used for evaluation at the beginning of each calendar school year.

Athletics. The principal shall be responsible for the direct supervision of the entire athletic program. The principal may appoint an athletic director from his/her faculty. The principal shall designate the duties of each coach and assign coaches as the principal deems best. Principals and coaches shall be sure that before engaging in any practice session or game, all athletes and cheerleaders shall have adequate insurance whether purchased by the school or parents. In the absence of a school carrying the insurance, the parent or guardian must sign a waiver.

Scheduling of Games. The principal and coaches shall be responsible for the scheduling of all interscholastic contests, selecting, and contracting officials for all contests.

Purchasing of Equipment and Supplies. The principal shall sign requisitions for sports equipment sponsored by the high schools' athletic funds, and requisitions to be paid by the Board of Education shall be signed by the superintendent.

Transportation for Athletic Trips. Transportation, meals, lodging, and other needs for athletic trips shall be scheduled and provided at the principal's or his/her designee's discretion.

Athletic Fund. All athletic accounts shall be under the supervision of the high school principal.

Gate Receipts. All athletic gate receipts shall be checked and signed by both the principal and the head coach.

Athletic Disbursements. All disbursements for athletic contests including payment of officials, timekeeper, scorekeeper, gatekeeper, etc., shall be made by check.

Responsibility for Behavior. The principal or his/her designee and coach shall be responsible for the behavior of the team, students, and all spectators, including the visitors, during all athletic contests. Visitors are guests to each school and should be treated accordingly. The principal or his/her designee shall be present at all athletic contests of the school.

Public Relations. The public shall be informed of athletic contests, and the results of completed events shall be reported.

Reports. Periodic and annual reports shall be made to the superintendent by the principals. These reports will include matters of finance and general conditions of the athletic program.

Assignment of Any Duties. The principal shall be responsible to the superintendent and the board to see that a strong and wholesome scholastic and extra-curricular program is maintained in the school under his/her direction. However, assignment of any of the duties above may be delegated to any staff member at the discretion of the principal.

Use of School Property. The principal shall be responsible for all equipment assigned and inventoried to the school under his/her supervision. The lending of this equipment can be done only by the principal. The principal shall keep in writing a record of all equipment lent and date returned for the superintendent's inspection.

School Handbook. The principal, with the assistance of the faculty and students, shall develop a handbook, which includes all the rules and regulations of the school. The handbook shall be made available to all students. A copy shall be submitted to the County Board of Education for a review prior to its August meeting. If the handbooks are acceptable, the board shall approve and endorse them.

Driver Education Car. The principal shall see that the driver education car is not used for any purpose other than teaching driver education. It is permissible to use the driver

education car to attend driver education meetings with the permission of the owner of the automobile.

Classroom Disruption and Fund Raising Activities. The principal of each school shall ensure that all disruptions are kept to a minimum during instructional time and that no fund raising activities shall take place during the six (6) hours of instructional time during the school day.

Items Purchased or Sold at Individual Schools. The principal of each school shall ensure that each decision on items purchased or sold in the school be based on the value delivered in quality, service, or educational experiences which reflect the best interest of the student and the school. He/She shall follow all local, state, and federal regulations pertaining to accounting. All work related to these purchases, promotions, distributions, and collections of monies shall be provided in such a manner that it does not interfere with the education process.

Policy Prohibiting the Use of Tobacco. The principal shall enforce the tobacco policy. The use of any tobacco product will be strictly prohibited within all schools and other buildings owned by the Covington County Board of Education including: offices, hallways, restrooms, lunchrooms, meeting rooms, etc. This policy applies to all employees, students, salespersons, and visitors.

Transportation Policy. The principal shall see that the students and parents receive instruction concerning all of transportation rules and regulations using bus drivers and teachers to assist with this instruction and with the enforcement of the regulations.

Textbooks. The principal shall be responsible to the central book depository for loss, abuse, or damage to state-owned textbooks received by him/her to be used in the education program at his/her school.

**DUTIES AND AUTHORITY OF THE ASSISTANT PRINCIPAL**

**3.49.8**

The assistant principal shall receive his/her assignments from his/her immediate superior, the principal, and will carry the same authority of the principal when the principal is absent from school.

Knowledge of Policies and Regulations. The teacher shall keep informed concerning the rules, policies, and regulations of the Board of Education and of the local school.

Line of Authority. The teacher shall be directly responsible to the principal of his/her respective school. He/She shall promptly and consistently carry out the instructions of his/her principal, program supervisor, and the superintendent.

Responsibility for Professional Growth. The teacher shall observe all regulations, seek professional growth opportunities, participate in curriculum study, and contribute to in-service training.

Relations to Students. The teacher shall make immediate report of any unusual disorder among the students under his/her charge.

School Duties. The teacher shall devote his/her time exclusively to school duties. Lesson plans and reports shall be prepared during the hours when the teacher is not teaching students. Lesson plans should be detailed with learning objectives for each class period. Lesson plans should be available for review at all times during the school day. The teacher shall refrain from the use of time during the school day to talk to sales representatives or solicitors unless the principal refers them. The teacher shall direct parents and others to the principal's office to receive permission to contact students and/or teachers. The teacher must be in the classroom when the bell rings and remain there at all times unless there is an emergency. If an emergency does occur, the teacher must have another adult to cover for him/her.

Classification of Students. The teacher shall be responsible for classification and grading as well as promotion of his/her students in accordance with policy of the board and instruction of the principal.

Soliciting School Patrons. The teacher shall not solicit patrons of any school in the system for the purchase of books or other materials in which he/she has a personal interest unless cleared by the superintendent.

Ethics. The teacher shall not act as agent or accept commissions, royalties, or other rewards for books or other school materials.

Discipline. The teacher shall be responsible for any disciplinary measures, which must be administered in his/her classroom. He/ She shall follow board approved Corporal Punishment Policy. *Points shall never be taken away from a student's grade for misbehavior.*



Time of Arrival and Departure. The teacher shall report for duty fifteen (15) minutes before the opening of school and shall remain on duty a reasonable length of time after school is out. The time is to be set by the principal.

Tutoring Students. The teacher may not tutor for pay any student that he/she teaches in the regular school program. He/She shall not tutor for pay any other public school student except with written approval of the superintendent and except during summer months.

Early Dismissal of Students. The teacher shall not dismiss his/her students from any class earlier than the regularly scheduled time without permission of the principal.

Care of Equipment. The teacher shall be responsible for the proper care of all books, apparatus, bulletin boards, supplies, and furniture owned by the Board of Education.

Textbooks. Teachers shall be responsible to the principal for the accountability of all books received by them. They shall carry out all instructions from the principal when he/she feels it necessary to insure proper use of state-owned textbooks.

Instructions to Custodians. The teacher shall request through the principal all repairs and maintenance of the building except in the event of unsatisfactory room temperature or an emergency.

Discussions with Students. The teacher shall not at any time engage in controversial school issues in the presence of students. Matters in which teachers are in disagreement should be discussed in private.

Serving on Committees. The teacher will be frequently asked to serve on committees, which will be formed during the course of the year for improvement of some phase of the school's program. The teacher shall be allowed to assist the administration in planning the year's schedule, activities, and all other phases of the total school program.

Teachers' Absences. The teacher who finds he/she is unable to be present to discharge his/her assigned duties should notify the principal, if possible, before he/she leaves the building the afternoon prior to the day of his/her possible absence. Tentative arrangements can then be made for a substitute. If it is necessary to ask for a substitute in the morning, the principal or his/her designee should be notified.

(18) Release from Contract. The teacher may be released from a contract in the local school if suitable replacement can be found, and it is felt that the educational program of the school will not be impaired.

(19) Promotion of Students. The board acknowledges that the rewarding of marks and decisions relative to promotion or retention of children is the joint responsibility of the teacher and principal. It is the board's policy to support its professional staff in this

professional duty. The board feels that the professional staff can be depended upon to make all such decisions in the best interest of children. The board, however, considers it very important to good public relations that parents be consulted and well informed at an early date where retention is advisable

(20) Political Activities. Assemblies, school classes, and board materials, resources and equipment shall not be used for partisan political purposes. While on duty, school employees may not engage in partisan political activities.

(21) No sectarian doctrine shall be taught or inculcated in any of the public schools of the county.

Line of Authority. The custodian shall follow such general directions as may be given by the superintendent and shall in all other matters be under the direction and supervision of the principal. During vacations of principals, however, the superintendent shall have general supervision over custodians.

Fire Prevention. The custodian shall allow no accumulation of rubbish or paper in storage areas, and shall, immediately after use, properly discard all cloths or waste used in wiping any fresh paint and other linseed oil products.

Custodians to Remain on School Premises. The custodian shall not leave while school is in session except in the event of an emergency, and in such event shall notify the principal immediately. The only exception is when the custodian is working a split session.

Personal Neatness. The custodian shall appear neat and clean when working with teachers, students, and the public.

Relationship to Staff. The custodian shall fulfill his/her duties courteously as he/she observes the policies and regulations of the school system.

## **DUTIES OF THE SCHOOL SECRETARY**

**3.49.11**

Line of Authority. The school secretary shall be hired by the board upon recommendation of the superintendent with advice from the principal.

Guidelines. The school secretary shall follow guidelines as described by his/her job description.

## **DUTIES OF THE LUNCHROOM PERSONNEL**

**3.49.12**

Employment. Lunchroom personnel shall be hired by the board upon recommendation of the superintendent with advice from the principal and CNP Coordinator.

Method of Salary Payment. Lunchroom personnel's wages are to be paid by the Covington County Board of Education for which partial reimbursement is made from the local school lunchroom fund.

Hours of Work. Lunchroom personnel's working hours and specific duties shall be set by the principal and/or CNP Coordinator.

Removal of Lunchroom Equipment. Lunchroom personnel shall not take any food items from the cafeteria which have been furnished by the Federal Government or purchased with funds contributed by students. Containers of the federal commodities shall not be carried to the homes of workers. Lunchroom equipment is not to be loaned or removed from the building.

Handling of Lunchroom Funds. Lunchroom personnel shall collect, properly record, and receipt any funds collected to the proper school authorities.

Personal Items. Lunchroom personnel shall be responsible for any personal items in the cafeteria during working hours. Personal items should not be left in the building at night. The Covington County Board of Education will not be responsible for lost articles.

(1) Bus Shop Repair Crew and Maintenance Crew. The bus shop repair crew and the maintenance crew, including carpenters, electricians, etc., shall work at the direction of the supervisor of transportation and supervisor of maintenance. All employees shall be required to do anything that is necessary in the maintenance of buses, buildings, and property.

(2) Working Hours. The bus shop and maintenance crew shall work forty (40) hours per week. Any employee who works more than forty (40) hours during a week shall receive time and one-half pay. All overtime must have prior approval of the supervisor.

(3) Absences. In the event it is necessary to be absent from work for any reason, it is mandatory that the employee call his/her supervisor or the superintendent on the day that he/she is absent unless he/she has made arrangements for being absent the day before.

## **DUTIES OF TEACHER AIDES**

**3.49.14**

Hours of Work. The teacher aide shall work the same days that teachers work. They will work seven and one-half (7 1/2) hours per day.

Sick Leave. The teacher aide may accumulate sick leave the same as other support personnel which is one (1) day per month of contract.

Salary Schedule. The teacher aide shall be paid according to the current salary schedule available in the superintendent's office.

Duties. The teacher aide shall follow the instruction of his/her supervising teacher, principal, and or program supervisor in completing his/her duties.

(1) Supervisor of Transportation. The supervisor of transportation shall be directly responsible to the superintendent and the Covington County Board of Education. He/She will work with the principal to provide the safest and most economical transportation system for the students of Covington County. The supervisor of transportation, with the approval of the superintendent and the board, shall set bus routes, assign buses to bus drivers, and work with the State of Alabama, Department of Transportation, to assure that all drivers and prospective drivers are properly trained in bus safety.

(2) Line of Authority. The bus driver shall be recommended by the principal in consultation with the superintendent and the transportation supervisor.

(3) Job Requirements. The bus driver, regular and substitute, must hold a **Class B** commercial driver's license **with a "S" endorsement** and successfully complete a twelve (12) hour course in school bus driving, which includes a driving performance test that is given by the State Department of Education. After the successful completion of the above requirements, a bus driver's license is issued which gives permission to operate a school bus. A person driving a school bus without these provisions will be subject to fines, etc., just as any other driver operating a motor vehicle illegally. The bus driver must attend a four-(4) hour re-certification workshop annually.

- Effective May 4, 2012, all bus drivers, regular and substitute must successfully complete a physical examination by a licensed physician and be determined to be "Physically Qualified" to operate a school bus when transporting students to and from school or school-related events. Physicals are required once every two years unless said physician determines physical is needed based on individual health needs. Physical **MUST** be reported on required Physical Form issued by the State of Alabama Department of Education.

(4) Daily Inspection of Bus. The bus driver shall make daily safety inspections. This should be done before **and after** both the morning and afternoon trips **and safety issues must be reported to the bus shop immediately.**

(5) Monthly Inspection of Bus. The bus shall be inspected once per month by the shop mechanics. It shall be the responsibility of each driver to bring his/her bus to the shop for inspection. A schedule of inspection duties will be provided to each driver. **Drivers are not to deviate from the schedule without prior permission from the transportation supervisor or the bus shop foreman.**

(6) Health Requirements. The bus driver should be in good health with no habits of excess in any area. He/She shall be able to perform the work required and shall abide by the rules governing this area.

(7) Sick Leave. The bus driver may accumulate one (1) day sick leave per month of contract.

(8) Vacation. There is no vacation time for bus drivers.

(9) Responsibility for Equipment and Care of Buses. The bus driver shall protect his/her bus at all times, take steps to prevent the stealing of **fuel** and other items from his/her bus, and complete forms on the uses and needs of his/her bus. Buses should be swept daily and washed inside and out as needed. The bus driver shall be responsible for first aid kits, flags and flares, and fire extinguishers. The bus driver is responsible for the upkeep of the bus and must prevent destruction caused by improper supervision. This will include, but not be limited to, willful cutting of seats and breaking of glass. Repeated lack of supervision of the bus will be cause of dismissal of the bus driver. Failure to keep the bus clean on the inside and outside on a regular basis will also be grounds for dismissal of the bus driver.



(10) Job Precedence. The bus driver must give precedence to his/her job as a bus driver over any other personal work they might do. Time off, even without pay, shall not be permitted, except in extreme emergencies. Teachers are prohibited from being employed as bus drivers except in emergencies and then only temporarily until a substitute bus driver can be located who is not a teacher.

(11) Bus Driver's Authority. The bus driver is in authority while performing the duty as a bus driver. He/She shall report any misbehavior to the principal. Any student who persistently misbehaves on the bus may be denied, by the principal, the right to ride a bus. A bus driver does not have the authority to put a student off the bus before home or school is reached, nor does he/she have the authority to administer corporal punishment. In case drivers of other vehicles violate the rules of the road regarding school buses, the driver should furnish the principal with the tag number and the date, time, place and nature of violation.

(12) Bus Failures. A bus driver shall stay with the bus when he/she calls for assistance until a mechanic from the bus shop gets to the bus.

(13) Sound Equipment on Buses. No bus driver shall install an AM or FM radio, tape deck, or CD player in his/her bus without the permission of the superintendent.

(14) Backing a Bus. Buses should be backed only when absolutely necessary and then only when properly flagged.

(15) Assigned Routes. Bus drivers are not allowed to deviate from their assigned routes without prior approval from their supervisor.

(16) Smoking. Smoking is not allowed on the bus at any time.

(17) Trips. When buses are used for trips other than assigned routes, a trip form must be completed and placed in the log book for that bus. The Extracurricular Pre-trip Inspection Record (Form TR-II), in the log book, must also be completed.

(18) Fuel. Drivers should never allow their bus to run out of fuel. All bus drivers are required to remove the fire extinguisher from the bus and place it by the fueling site before beginning the fueling process. The fire extinguisher must be placed back on the bus and properly secured before leaving the fueling site.

**Substitute and Temporary Employees**

Substitute and temporary employees are not eligible for benefits and privileges available to regular, part-time and full-time employees.

**Substitute Teachers**

Substitute teachers must be licensed by the state Department of Education as a substitute teacher and must be secured from the school system's approval list.

Reference: AAC 290-3-2-.03(h)

Substitute Teachers. In all cases of absence, the substitute teacher is to be secured by school officials unless the teacher has specific permission from the principal to secure a substitute teacher. Substitutes are paid only for the days they teach at the rate set by the board.

Certificate Requirement for Substitute Teachers. Substitute teachers must have a certificate issued by the State Department of Education. Application for substitute teacher's certificate should be made through the superintendent's office. Finger printing and ABI clearance are also required.

Use of Retired Teachers as Substitutes. Retired teachers may serve as substitute teachers.

Listing of Substitute Teachers. A list of substitute teachers will be sent from the office of the superintendent of schools to the school principal once a year. Each principal will select his/her substitute teachers from the list and notify them accordingly.

**Related References:** AAC 290-3-2.03 (substitute teachers).

**Students**

The board supports access by students to information resources available through the internet, or the development by staff of appropriate skills to analyze and evaluate such resources.

All such materials shall be consistent with system guidelines and staff will provide guidance and instruction to students in the appropriate use of such resources.

Annually in the Code of Conduct, students and parents will be given the system's guidelines and rules governing acceptable use of the internet, including information on prohibited uses of system computers and standards covering e-mail. Students and parents must sign a written statement acknowledging the guidelines in order for the student to access the internet at school.

**Employees**

Computer and internet access is provided for system business but minimal personal use is allowed. Employees will be provided a copy of the system's acceptable use guidelines and sign a statement that they agree to the terms.

**Sanctions**

Students and employees violating the acceptable use guidelines may have their computer/internet privileges revoked and be subject to discipline.

All school-related fundraising projects must be approved by the school principal. Any system-wide fundraising effort must be approved by the superintendent. Any fundraising effort by third parties on behalf of the school system must be approved by the school board.

Classroom Disruption and Fund Raising Activities. The principal of each school shall ensure that all disruptions are kept to a minimum during instructional time and that no fund raising activities shall take place during the six (6) hours of instructional time during the school day.

All school stores shall be closed from thirty (30) minutes prior to the first student being served lunch and for thirty (30) minutes after the last student is served lunch.