



ELMORE COUNTY BOARD OF EDUCATION

POLICY MANUAL

ADOPTED JUNE 2013

REAPPROVED OCTOBER 2017

*Elmore County Board of Education
Policy Manual*

Table of Contents

Preface and Definitions

I. Governing Principles

II. School Board Operations

2.1 *Board Composition and Organization*

2.1.1 Composition

2.1.2 Officers

2.1.3 Committees

2.2 *Duties and Authority of Board Members*

2.3 *Board Member Compensation*

2.4 *Board Member Training*

2.4.1 General

2.4.2 Source of Training and Report

2.4.3 Board Self Evaluation

2.5 *Board Meetings*

2.5.1 General Provisions

2.5.2 Time and Place

2.5.3 Rules of Order

2.6 *Superintendent's Responsibilities, Qualifications, and Appointment*

2.6.1 Role, Responsibilities, Qualifications, and Term

2.6.2 Scope of Executive and Administrative Authority

2.7 *Recordkeeping and Retention of Board Records*

III. Fiscal Management

3.1 *Chief School Financial Officer*

3.2 *Budget*

3.3 *Accounting*

3.4 *Finance Manual Authorized*

3.5 *Fund Balance Policy in Accordance with GASB Statement No. 54*

3.5.1 Governmental Funds Definitions

3.5.2 Fund Balances

3.5.3 Priority

3.5.4 Review and Reporting

3.6 *Audits*

3.7 *Inventories*

3.8 *Purchasing*

3.8.1 Uniform Guidance for Federal Programs

- 3.8.2 Cash management for Federal Funds
- 3.8.3 Determination of Allowable Costs
- 3.8.4 Travel Costs
- 3.8.5 Conflict of Interest
- 3.8.6 Procurement of Property and Services
- 3.9 *Deposit and Expenditure of Funds***
 - 3.9.1 Deposits
 - 3.9.2 Investments
 - 3.9.3 Expenditures
 - 3.9.4 Competitive Bid Law
 - 3.9.5 Authorized Signatures
 - 3.9.6 Consultants
- 3.10 *Employee Compensation***
 - 3.10.1 Salaries and Pay Rates
 - 3.10.2 Local Supplements
 - 3.10.3 Salary Administration
 - 3.10.4 Salary Deductions
 - 3.10.5 Minimum Wage and Overtime
 - 3.10.6 Compensatory Time
- 3.11 *Expense Reimbursement***
- 3.12 *Fees, Payments, and Rentals***
 - 3.12.1 Facility Use Fees
 - 3.12.2 Copying and Other Charges
- 3.13 *School Accounts***
- 3.14 *Authority to Execute Contracts***
 - 3.14.1 General Authority
 - 3.14.2 Limitation on Authority to Bind the Board
- 3.15 *Affiliated Organizations***
 - 3.15.1 School Sponsored Organizations
 - 3.15.2 Booster Clubs, Parent-Teacher Associations, and Other Affiliated Organizations
- 3.16 *Fundraising***
- 3.17 *Child Nutrition Procurements***
- 3.18 *Worthless Checks***
- 3.19 *Classroom Instructional Support***
- 3.20 *Truth in Salary***

IV. General Administration

- 4.1 *Security / Access to Schools***
 - 4.1.1 Security Measures Authorized
 - 4.1.2 Access Restrictions Authorized
- 4.2 *Safe Schools Policy (Drugs, Alcohol, Tobacco, and Weapons)***
 - 4.2.1 Prohibition on the Possession of Firearms
 - 4.2.2 Prohibition on the Possession of Weapons
 - 4.2.3 Illegal Drugs and Alcohol
 - 4.2.4 Tobacco

- 4.2.5 Searches
- 4.2.6 Drug and Alcohol Free Environment
- 4.2.7 Adoption of Statutory Penalties and Consequences
- 4.3 *Accreditation***
- 4.4 *Use of Board Property***
 - 4.4.1 Equipment, Supplies, Materials, Vehicles
 - 4.4.2 Use of Board Facilities
 - 4.4.3 Advertising
- 4.5 *Naming Board Facilities***
- 4.6 *Complaints and Grievances***
 - 4.6.1 General Complaints (Grievances)
 - 4.6.2 Limitations Regarding Availability and Application of General Complaint/Grievance Policy
 - 4.6.3 Student Complaints and Grievances
 - 4.6.4 Student Disciplinary Matters
- 4.7 *Risk Management***
- 4.8 *Emergency Closing of Schools***
 - 4.8.1 Authority of Superintendent to Close Schools
 - 4.8.2 Make-Up Dates
- 4.9 *Internet Safety and Use of Technology***
 - 4.9.1 Access to Technology Resources
 - 4.9.2 Restriction or Loss of Technology Privileges
 - 4.9.3 Ownership of Technology Resources and Data
 - 4.9.4 Adoption of Rules and Regulations
 - 4.9.5 Limitation on Liability
- 4.10 *Political Activity***
- 4.11 *Data Governance***
 - 4.11.1 Purpose
 - 4.11.2 Scope
 - 4.11.3 Regulatory Compliance
 - 4.11.4 Risk Management
 - 4.11.5 Systems and Information Control
 - 4.11.6 Compliance

V. Personnel

- 5.1 *Employee Qualifications and Duties***
 - 5.1.1 General Requirements
 - 5.1.2 Special Requirements
- 5.2 *Hiring***
 - 5.2.1 Application Procedures
 - 5.2.2 Qualifications
 - 5.2.3 Hiring Authority
 - 5.2.4 At-Will Employment
 - 5.2.5 Nepotism
- 5.3 *Probationary Employment***
- 5.4 *Non-Teaching Supplemental Duties***

- 5.5** *Professional Development*
- 5.6** *Employee Conflicts of Interest*
- 5.7** *Employee Gifts*
- 5.8** *Employee Evaluations*
 - 5.8.1 Certified Personnel
 - 5.8.2 Non-Certified Personnel
 - 5.8.3 Use of Evaluations in Connection with Employment Decisions
 - 5.8.4 Special Evaluation Situations
 - 5.8.5 Exempt Personnel
- 5.9** *Personnel Records*
 - 5.9.1 Content of Personnel Files
 - 5.9.2 Alternate Data Storage
 - 5.9.3 Confidentiality
 - 5.9.4 Access to Personnel Files
- 5.10** *Employee Leave*
 - 5.10.1 Work Attendance an Essential Job Function
 - 5.10.2 Absences
 - 5.10.3 Paid Sick Leave
 - 5.10.4 On-The-Job Injury Leave
 - 5.10.5 Personal Leave
 - 5.10.6 Vacation
 - 5.10.7 Professional Leave
 - 5.10.8 Military Leave
 - 5.10.9 Court Leave
 - 5.10.10 Unpaid Study Leave
- 5.11** *Family and Medical Leave Act (FMLA)*
 - 5.11.1 Eligible Employees
 - 5.11.2 Medical Leave Provided By the Act
 - 5.11.3 Serious Health Conditions
 - 5.11.4 Military Family Leave Provided by the Act
 - 5.11.5 Spouse Employed by the Board
 - 5.11.6 Intermittent Leave
 - 5.11.7 Use of Vacation and Sick Leave
 - 5.11.8 Notice
 - 5.11.9 Certification for Medical or Military Caregiver Leave
 - 5.11.10 Certification for Qualifying Exigency Leave
 - 5.11.11 Return to Work
 - 5.11.12 Maintenance and Benefits
 - 5.11.13 Instructional Employees
- 5.12** *Sick Leave Bank*
- 5.13** *Equal Employment Opportunity*
 - 5.13.1 Unlawful Discrimination Prohibited
 - 5.13.2 Implementing Regulations Authorized
- 5.14** *Sexual Harassment (Title VII)*
 - 5.14.1 Definition of Sexual Harassment
 - 5.14.2 Examples of Prohibited Conduct

- 5.14.3 Employee Complaint Resolution Procedure
- 5.14.4 Formal Complaint Procedure
- 5.14.5 Confidentiality
- 5.14.6 Retaliation Prohibited
- 5.14.7 Penalties for Violation
- 5.15 *Reduction-In-Force***
 - 5.15.1 Certified Employees
 - 5.15.2 Classified Employees
- 5.16 *Unauthorized Payments***
 - 5.16.1 Notification to the Employee
 - 5.16.2 Retention and Recovery Authorized
 - 5.16.3 Repayment Required as a Condition of Reemployment
 - 5.16.4 Procedures Not Exclusive
- 5.17 *Drug and Alcohol Testing of Safety Sensitive Employees***
 - 5.17.1 Scope
 - 5.17.2 Prohibited Alcohol and Controlled Substance-Related Conduct
 - 5.17.3 Testing Program Authorized
 - 5.17.4 Administration of Program
- 5.18 *Searches (Personnel)***

VI. Students

- 6.1 *Admissions and Attendance***
 - 6.1.1 Compulsory Attendance and Entrance Age
 - 6.1.2 Admission to Schools
 - 6.1.3 Attendance Zone and Class Assignment
 - 6.1.4 Absences and Excuses
 - 6.1.5 Truancy
- 6.2 *Transfers and Withdrawals***
 - 6.2.1 Transfers
 - 6.2.2 Withdrawals
- 6.3 *Student Fees, Fines, and Charges***
- 6.4 *Concussions***
- 6.5 *Extracurricular Activities***
 - 6.5.1 General
 - 6.5.2 Athletics
 - 6.5.3 Academic Ineligibility
- 6.6 *Off-Campus Events***
- 6.7 *Student Publications***
- 6.8 *Student Employment (Work Release)***
- 6.9 *Equal Educational Opportunities***
- 6.10 *Title IX***
 - 6.10.1 Prohibition
 - 6.10.2 Title IX Coordinator
- 6.11 *Student Sexual Harassment***
 - 6.11.1 Sexual Harassment Prohibited
 - 6.11.2 Definition

- 6.11.3 Sexual Harassment Complaint Procedures Authorized
- 6.11.4 Initial Confrontation of Accused Harasser Not Required
- 6.11.5 Notice of Policy to be Promulgated
- 6.12 *Protection of Pupil Rights Amendment***
 - 6.12.1 Consent
 - 6.12.2 Notice and Option to Opt Out
 - 6.12.3 Inspection
 - 6.12.4 Special Provisions for Certain Students
 - 6.12.5 Additional Policies and Procedures Authorized
- 6.13 *Student Records***
- 6.14 *Student Health Services***
- 6.15 *Student Conduct***
- 6.16 *Searches (Students)***
- 6.17 *Corporal Punishment***
- 6.18 *Student Suspension (including Students with Disabilities)***
- 6.19 *Student Expulsion (including Students with Disabilities)***
- 6.20 *Electronic Communication Devices***
- 6.21 *Drivers' License***
 - 6.21.1 Drivers' License
 - 6.21.2 Administrative Procedures Authorized
- 6.22 *Student Parking Privileges – Substance Abuse Policy***
- 6.23 *Student Competitive Extracurricular Activity Substance Abuse Policy***
- 6.24 *Harassment, Violence, and Threats of Violence Prohibited***
 - 6.24.1 Prohibition
 - 6.24.2 Definitions
 - 6.24.3 Description of Behavior Expected of Students
 - 6.24.4 Consequences for Violations
 - 6.24.5 Reporting, Investigation, and Complaint Resolution Procedures
 - 6.24.6 Promulgation of Policy and Related Procedures, Rules, and Forms
- 6.25 *Seclusion and Restraint***
 - 6.25.1 Seclusion
 - 6.25.2 Chemical Restraint
 - 6.25.3 Mechanical Restraint
 - 6.25.4 Physical Restraint
 - 6.25.5 Construction of Policy

VII. Instructional Program

- 7.1 *Curriculum***
- 7.2 *Textbooks***
- 7.3 *Academic Standards***
 - 7.3.1 General Grade Scale
 - 7.3.2 Advanced Placement and Honors Grade Scale
 - 7.3.3 Special Education Grading Standards
 - 7.3.4 Report Cards
 - 7.3.5 Promotion
 - 7.3.6 Class Rankings

- 7.3.7 Credit Recovery
- 7.4** ***Testing***
- 7.5** ***Summer School Operations***
- 7.6** ***Dual Enrollment***
- 7.7** ***Correspondence or Online Courses***
- 7.8** ***Career and Technical Education Programs***
 - 7.8.1 Work-Based Learning Experience
 - 7.8.2 Live Work
 - 7.8.3 Safety
- 7.9** ***Foreign Exchange Programs***
- 7.10** ***Extended Programs: Community Education***
- 7.11** ***Graduation, Certificate of Completion, and Commencement***
 - 7.11.1 Honor Graduates
 - 7.11.2 Valedictorian/Salutatorian
 - 7.11.3 Fifth Year Seniors
- 7.12** ***School Wellness***
 - 7.12.1 General Requirements
 - 7.12.2 School Action Plan
 - 7.12.3 Nutritional Quality of Foods and Beverages Sold and Served on Campus
 - 7.12.4 Nutrition and Physical Activity Promotion and Food Marketing Nutrition Education and Promotion
 - 7.12.5 Food Safety
 - 7.12.6 Monitoring and Policy Review
- 7.13** ***Selection of Instructional Materials and Materials for the School Libraries***
- 7.14** ***Title I Program – Meeting the Requirements of No Child Left Behind Act of 2001***
 - 7.14.1 Title I Program
 - 7.14.2 Title I Comparability

Preface

The Elmore County Board of Education is established under authority of state law for the purpose of exercising general supervision and administration of the public schools serving school age children who reside within the county limits of Elmore County, Alabama, and of promoting the interests of the Elmore County Schools and the children they serve. Those responsibilities are met, in part, by the adoption and implementation of formal policies by which the principles that guide decisionmaking are established.

Policies are generally broad statements of principle and purpose, and are intended to serve as a framework for decisionmaking and administrative action rather than as a manual for day-to-day decisionmaking and action. Policies can nevertheless establish specific substantive standards and requirements, including standards of personal and professional conduct, the violation of which may result in disciplinary sanctions or other adverse consequences. However, policies do not restrict the ability of the Board or its employees to respond reasonably and flexibly to unexpected contingencies, emergencies, and other conditions that call for a response that is tailored to unique or special circumstances.

Policies should be construed as a whole and with reference to related policies and applicable law. Although policies are adopted partly for the purpose of meeting the requirements of pertinent law, they do not establish or create a legal right, claim, entitlement, or interest to or in any title, position, assignment, duty, work location, level or rate of compensation, benefit, or term of employment.

Any provision, feature, or aspect of Board policy that does not conform to governing law should be deemed void and superseded by such law. Editorial changes that do not affect the meaning, substance, or application of a policy may be made by the Board without advance public notice and comment. In general, the Board reserves the right to adopt, revise, interpret, amend, repeal, suspend, or apply policies according to its assessment of the needs and interests of the school system, subject only to such limitations on the exercise of such prerogatives as may be imposed by law.

Definitions

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

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

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