

Policy Revisions Per Legislative Action

October 17, 2016

3.8 Inventories

Current

All fixed or capital assets shall be inventoried annually. Inventory records of fixed or capital assets shall be maintained in the School System's central office. A supplemental inventory of equipment items not classified as fixed or capital assets shall be maintained.

Proposed

The Superintendent is required to establish effective procedures to account for all materials, equipment, and other Board property. These procedures will include an annual inventory and evaluation of tangible Board property (including fixed assets and supplemental property), to be completed no later than June 30, with appropriate reports submitted to the Superintendent and Chief School Financial Officer. Inventories will be kept on forms prescribed or approved by the Chief School Financial Officer. Inventory forms will show items on hand at the beginning of the fiscal year, items lost, items disposed of, items purchased or otherwise added during the year, and items on hand at the end of the fiscal year. [Reference: Ala. Code §§16-13A-1, 6 (1975)]

3.9.3 Minimum Wage and Overtime

Current

The Superintendent or his/her designee shall establish and maintain a Fair Labor Standards Act (“FLSA”) Manual to ensure the School System’s compliance with the requirements of the act.

Proposed

In compliance with the Fair Labor Standards Act (“FLSA”), the Board will pay required minimum hourly wages and overtime to all employees who are not exempt employees under the FLSA. For purposes of determining overtime, the workweek begins at 12:01 a.m. on Saturday and ends at midnight on the succeeding Friday. All non-exempt employees who work more than forty (40) hours in a workweek will be paid overtime. Employees must accurately report all time worked for the Board. Non-exempt employees are not authorized to work more than forty (40) hours in a workweek without specific direction or authorization to do so by the Superintendent, the employee’s supervisor, or the supervising school principal.

6.11 Student Health Services

Current

The Board may offer limited student health services that are designed to address minor medical issues that may arise during the school day or to assist with special or chronic health problems. In cases of acute or contagious illnesses, parents or guardians may be notified and required to pick up the student. If a parent or guardian is not available, the principal or school nurse may contact the Department of Public Health. School officials are authorized to take reasonable and appropriate steps to provide or arrange for the provision of emergency medical services to students who require immediate medical attention. In case of illness or accidental injury not requiring immediate medical attention, standard first aid procedures may be followed. The Superintendent is authorized to develop and promulgate procedures, rules, and regulations concerning the taking, administration, and handling of medication at school consistent with state law and appropriate health standards.

Proposed

The Board may offer limited student health services that are designed to address minor medical issues that may arise during the school day or to assist with special or chronic health problems. In cases of acute or contagious illnesses, parents or guardians may be notified and required to pick up the student. If a parent or guardian is not available, the principal or school nurse may contact the Department of Public Health. School officials are authorized to take reasonable and appropriate steps to provide or arrange for the provision of emergency medical services to students who require immediate medical attention. In case of illness or accidental injury not requiring immediate medical attention, standard first aid procedures may be followed. The Superintendent is authorized to develop and promulgate procedures, rules, and regulations concerning the taking, administration, and handling of medication and **anaphylaxis** at school consistent with state law and appropriate health standards.

6.18 Wireless Communication Devices

Current

The use of personal, wireless communication devices by students is prohibited on school grounds or while students are being transported on a school bus, except as provided for herein. Personal, wireless communication devices include, but are not limited to, cellular telephones, pocket pagers, email devices, “walkie talkies”, or any other electronic communication device. Students are permitted to keep personal wireless devices in locations approved by the principal or his/her designee. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. Principals or their designees will also have the authority to restrict or deny the use of personal/wireless communication devices by any student due to misuse, abuse, or failure to abide by school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Student Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation. Reference: ALA. CODE 16-1-27 (1975)

Proposed

Personal, wireless communication devices include, but are not limited to cellular telephones, smart phones, pocket pagers, e-mail devices, tablets, or any other electronic communication device. Students may possess a cell phone or other personal, wireless communication device on school property, but use of such devices during the school day is limited to uses expressly permitted by the supervising teacher or administrator. The Board assumes no responsibility for theft, loss, or damage to any personal, wireless communication device. Principals or their designees have the authority to restrict and deny the use of personal, wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of law, Board policy, the Code of Student Conduct, or other rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

[Reference: Ala. Code §16-1-27 (1975)]

7.8 Graduation and Commencement

Current

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

Proposed

Students who have satisfactorily completed requisite course work, met minimum attendance criteria, and passed required examinations are eligible for graduation. Student participation in graduation ceremonies and related graduation activities will be subject to the principal’s approval and payment of outstanding financial obligations. Participation in a graduation-related ceremony may be prohibited by the principal if the student violates disciplinary standard or if, in the judgment of the principal, the student’s participation could lead or contribute to disorder or disruption of the ceremony or activity.

New Policies Per Legislative Action

3.9.5 Salaries and Pay Rates

Board employees will be compensated at rates of pay that are approved by the Board. When required, such salary or compensation rates will be included in a schedule to be developed and adopted by the Board in accordance with state law. Employees may receive supplements or other additional compensation when specifically approved by the Board. All compensation must be approved by the Board, regardless of the source of funding. [Reference: Ala. Code §16-13-231.1 (1975)]

4.1.5 Disruptive Visitors

Visitors with a legitimate reason for being on school property may enter and remain on school campuses and Board facilities in accordance with limitations and requirements that are designed to preserve security and maintain an orderly educational environment. Visitors are required to observe appropriate decorum at all times and to respect administrative requirements and restrictions regarding their activities and interaction with faculty, staff, and students while on Board property. School officials are authorized to revoke permission to be on school property to noncompliant visitors; to limit, condition, or prohibit their future access to school property as deemed necessary to ensure safety and order; and to enlist the assistance of law enforcement agencies if and as necessary to accomplish these objectives.

5.1.1 Employee Qualifications and Duties

j. Legal, professional, and ethical standards that would otherwise apply to correspondence and other forms of communication generated by employees apply to communications and statements made or publicized through social media.