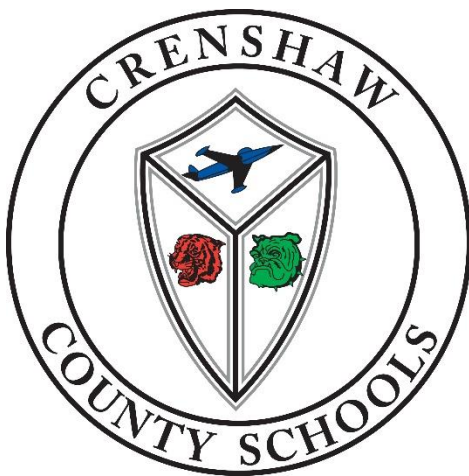


CRENSHAW COUNTY SCHOOLS

BOARD POLICY MANUAL



Adopted: December 18, 2017

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CHAPTER 1 – PHILOSOPHY

1.10 SYSTEM MISSION AND GUIDING PRINCIPLES

VISION

Excellence Through Innovation, Inspiration, & Motivation

MISSION

The Mission of Crenshaw County Schools is to Promote and Support a Culture of Excellence for ALL Students to Achieve Personal, Academic, and Career Success

GUIDING PRINCIPALS

We Believe:

- High morals and ethical behaviors will be modeled by administrators, teachers, staff, and students.
- Every student deserves a rigorous, relevant and engaging learning experience.
- It is important for students to attend school every day in a safe, secure, and supportive environment.
- Consistent and clear communication between the Board, Superintendent, school leaders, and all school system stakeholders is expected.
- Our school district's relationship with students' families and community partners is crucial to our success.
- Improved instruction for our students is driven by continuous learning and development of our educators, staff, and leaders.
- Diversity and individual learning needs are respected, included, and valued in a culture of excellence.

Reference(s): Code of Alabama 16-11-1, 16-11-2

HISTORY: ADOPTED: 2012; REVISED: AUGUST 19, 2019 (STRATEGIC PLAN)

CHAPTER 2 – SCHOOL BOARD OPERATIONS

2.10 SCOPE OF THE SCHOOL SYSTEM

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

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

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

REFERENCE(S): CODE OF ALABAMA 16-8-8, 16-8-9; ALABAMA CONSTITUTION OF 1901, §256, AMENDMENT III

HISTORY: ADOPTED: JULY 25, 1996; REVISED: OCTOBER 15, 2012; FORMERLY: SB-2

2.11 QUALIFICATIONS OF BOARD MEMBERS

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

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

- The individual must be a resident of Crenshaw County, Alabama;
- The individual shall not be employed by the Crenshaw County School System;
- The individual must be of good moral character;
- The individual must have at least a high school diploma or equivalent;
- The individual must not be a registered sex offender;
- The individual must not be a convicted felon; and,
- The individual must not be serving on the board of a private school or college.

REFERENCE(S): CODE OF ALABAMA 16-8-1 to -2, 16-1-14.1, 14-16-60, 36-25-1 TO -14, 41-16-60 ALABAMA CONSTITUTION OF 1901 ARTICLE VII, 173-175 ALABAMA SCHOOL BOARD GOVERNANCE ACT OF 2012

HISTORY: ADOPTED: JULY 25, 1996; REVISED: OCTOBER 15, 2012; DECEMBER 10, 2012; FORMERLY: SB-3.3

2.12 BOARD ORIENTATION, TRAINING AND EVALUATION

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

- Orientation for newly elected or appointed Board members;
- Training or consulting workshop for the local Board as a whole;
- 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.

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.

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

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

The Board may conduct an annual evaluation that includes development of a list of recommended improvements in knowledge and skills of Board members.

*REFERENCE(S): CODE OF ALABAMA 16-1-6, 16-8-8, 16-1-41; LEGISLATIVE ACTS 2009-229 and 2009-297
ALABAMA SCHOOL BOARD GOVERNANCE IMPROVEMENT ACT*

HISTORY: ADOPTED: JULY 25, 1996; REVISED: OCTOBER 15, 2012; FORMERLY: SB-6

2.13 TERMS OF BOARD MEMBERS

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

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

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

- **Filling of an Unexpired Term**

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

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

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

- **Resignation of Board Members**

Crenshaw County Board of Education members may submit resignations at any time during their term of office. Such resignations are subject to Board approval.

In the event a Board member chooses to resign, a written statement of resignation should be submitted to the Crenshaw County Board of Education as far in advance of the effective date of resignation as possible.

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

- **Removal from Office**

Members of the Crenshaw County Board of Education are officers of the State and may be removed from office only through impeachment proceedings in Circuit Court or other court of like jurisdiction as stipulated in the Alabama Constitution of 1901:

1. willful neglect of duty;
2. corruption in office;
3. incompetence;
4. intemperance in the use of intoxicating liquors or narcotics to such an extent that it renders the

- officer unfit to discharge duties of the office; or,
5. any offense involving moral turpitude while in office or connected therewith.

A Board member may be censured and/or removed from office under circumstances and by procedures described in the Alabama School Board Governance Improvement Act of 2012. Causes for impeachment of any Board member shall be those applicable to all public officers, namely:

REFERECES: CODE OF ALABAMA 16-8-8; 16-8-6; 16-8-2; 41-16-60; 36-9-1; 36-2-1 TO -14; LEGISLATIVE ACT 2001-507; ALABAMA CONSTITUTION OF 1901, VII, 173-175; ALABAMA SCHOOL BOARD GOVERNANCE IMPROVEMENT ACT OF 2012

HISTORY: ADOPTED JULY 25, 1996; REVISED OCTOBER 15, 2012; DECEMBER 20, 2012; FORMERLY SB-3.2

2.19 BOARD RESPONSIBILITIES AND DUTIES

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

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

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

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

- To attend all meetings;
- To become familiar with selected federal and state school laws, State Department of Education rules and regulations, and local Board policies, rules and regulations;
- To assist in establishing the highest goals and objectives for the Crenshaw County School System which realistically can be achieved;
- To vote and act in the Board meetings for the total good of the school system;
- To accept the will of the majority vote and give support to the resultant policy;
- To represent the Crenshaw County Board of Education in such a way as to promote public interest in and support for Board-related activities;
- To refer complaints and inquiries to the proper school authorities and to abstain from individual counsel and action;
- To recognize that candid discussions, based on objective rationale, are vital to the ultimate success of the school system;

- To comply with statutory requirements, state and Crenshaw County Board of Education policies, and regulations of duly authorized administrative agencies;
- To act ethically in all matters at all times, thereby representing the school system to the best of one's ability; and
- To receive no financial interest or personal benefit, either directly or indirectly, in the purchase of or contract for real or personal property or contractual service with the Crenshaw County Board of Education.

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

*REFERENCE(S): CODE OF ALABAMA 16-8-1 to -12.1, 16-8-8 to -10, 36-25-1, 36-25A-1 to -11, 41-16-50, 41-16-57
ALABAMA OPEN MEETINGS ACT*

HISTORY: ADOPTED: JULY 25, 1996; REVISED: OCTOBER 15, 2012; DECEMBER 10, 2012; FORMERLY: SB-5

2.20 BOARD CODE OF CONDUCT

The Crenshaw 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:

Conduct of Individuals

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

Conduct of Individuals at Board Meetings

- 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.
- Take actions that reflect that the first and foremost concern is for the educational welfare of all students attending system schools.
- Make decisions in accordance with the interests of the school system as a whole based on system finances available to accomplish education goals and comply with the School Fiscal Accountability Act.
- Abide by and support all majority decisions of the board.
- Act on personnel recommendations of the Superintendent in a timely manner, particularly when there are financial implications of such decisions.
- Approve operating budgets and budget amendments that are aligned with system goals and objectives and are fiscally responsible.
- Honor and protect the confidentiality of all discussions during executive session of the board.

Conduct of the Board as a Whole

- 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.
- Honor the Superintendent's authority for the day-to-day administration of the school system.
- In concert with the Superintendent, regularly and systematically communicate board actions and decisions to students, staff, and the community.
- Review and evaluate the effectiveness of policies and programs to improve system performance.
- 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.
- Provide opportunities for all members to express opinions prior to board action.

REFERENCE(S): CODE OF ALABAMA 16-1-14.1; ALABAMA OPEN MEETINGS ACT ALABAMA SCHOOL BOARD GOVERNANCE IMPROVEMENT ACT OF 2012

HISTORY: ADOPTED: JULY 25, 1996; REVISED: OCTOBER 15, 2012; DECEMBER 10, 2012; FORMERLY: SB-5, and 2.20

2.21 ORGANIZATION AND OFFICERS OF THE BOARD

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

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

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

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

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

REFERENCE(S): CODE OF ALABAMA 16-8-1, 16-8-6, 16-8-7, 16-9-1

HISTORY: ADOPTED: JUL 25, 1996; REVISED: OCTOBER 15, 2012; FORMERLY: SB-5

2.22 BOARD MEETINGS

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

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

Regular, special, and emergency meetings of the Crenshaw County Board of Education shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. Regular meetings are scheduled on the third (3rd) Monday of each month at 6:00 pm at the Board office.

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

Notice and a preliminary agenda for all meetings of the Crenshaw County Board of Education shall be posted convenient for public viewing as required by law. Meeting notice deadlines as legally prescribed are as follows:

- Regular meeting – seven (7) days' notice
- Special meeting – one (1) day notice
- Emergency meeting – one (1) hour notice

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

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

Any item to be placed on the agenda of a regular Crenshaw County Board of Education meeting shall be submitted in writing to the Superintendent's office no later than the close of business hours five (5) days before the next scheduled Monday meeting. An individual or representative of a delegation addressing the Board must adhere to a time allotment as specified by the Board Chair. Copies of the tentative agenda for regular meetings shall be made available prior to the scheduled meeting. Copies of the agenda for a special meeting shall be prepared.

A majority vote of the Board shall be required to place an item on the agenda that has not been previously submitted in writing. However, substantive action on such a matter shall not be taken until sufficient consideration and/or investigation by the Board has been accomplished.

All Crenshaw County Board of Education meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order, Newly Revised, with the exception that the Chair may discuss and vote on all matters before the Board. A majority of the Board shall constitute a quorum for the transaction of business. An official act of the Board shall require three (3) votes of the total membership.

The Board encourages citizen participation at meetings for the purpose of communicating matters important to the improvement of the school district. The Chair or presiding officer shall be able to regulate and control

public participation. Any concerns or complaints about Board actions or operations may be addressed directly to the Board by written request for the matter to be placed on the agenda as described in section V. Comments involving specific concerns related to instruction, discipline, or learning materials are to be addressed at specified levels in the following order:

1. Teacher
2. Designated building-level employee, if applicable (athletic director, counselor, assistant principal, etc.)
3. Principal
4. Designated Central Office Staff Member, as determined by the Superintendent
5. Superintendent
6. Board of Education

Complaints about school personnel will be investigated by the administration prior to any consideration or actions by the Board. At no time, however, shall the remarks of any person be focused as a personal attack. If such an attack occurs, the Chair or presiding officer of the Board shall proceed to terminate the citizen's time on the agenda.

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

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

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

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

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

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

HISTORY: ADOPTED: JULY 26, 1996; REVISED: OCTOBER 15, 2012 FORMERLY: SB-7.5, SB-7.4, SB-7.3, SB-7.2, SB-7.1, SB-7

2.23 SCHOOL BOARD POLICY

Policy Adoption: The Crenshaw County Board of Education shall formulate policies by which its schools shall be managed. No Crenshaw County Board of Education policy shall be construed to create or confer any contractual right, property right, entitlement of, expectancy of, or other legal cognizable interest in employment or continuing employment. Nothing in any policy shall be construed to create or grant employment rights greater than or in addition to those expressed in law or written contract.

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

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

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

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

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

REFERENCE(S): CODE OF ALABAMA 16-1-30, 16-8-1, 16-8-7 to -10, AAC §290-3-1-.02

HISTORY: ADOPTED: JULY 25, 1996; REVISED: OCTOBER 15, 2012; FORMERLY: SB-8

2.24 BOARD MEMBER COMPENSATION

Crenshaw County Board of Education members are authorized to receive reasonable compensation for their services, not to exceed \$400 per month, unless set at a higher limit by local act.

The Crenshaw County Board of Education shall set the level of compensation to be received by Board members upon a majority vote of the Board at its organizational meeting in November. Any increase in compensation approved by the Board shall take effect following the expiration of that term of office.

The compensation identified herein shall be in addition to actual travel expenses and other necessary, sensible expenses incurred in attending meetings and transacting business of the Board.

*REFERENCE(S): CODE OF ALABAMA 16-1-26; ALABAMA CONSTITUTION ARTICLE IV, SECTION 68'
LEGISLATIVE ACT 2000-123*

*HISTORY: ADOPTED: JULY 25, 1996; REVISED: NOVEMBER 20, 2000; NOVEMBER 16, 2001; OCTOBER 15, 2012;
FORMERLY: SB-3.4*

2.25 SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY

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

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

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

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

The plan for each school shall be approved annually and shall be implemented as a new, amended, or continued school improvement plan.

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

The system process for initial approval and subsequent annual approval of Crenshaw County School System Continuous Improvement Plans shall provide for each Continuous Improvement Plan to be reviewed and approved or disapproved by the Superintendent or his/her designee, unless a school is designated "in school improvement" Year 1 or greater. Then the Continuous Improvement Plan must be approved or disapproved by the Crenshaw County Board of Education.

REFERENCE(S): CODE OF ALABAMA 16-6B-3, 16-6B-7, 16-8-8, AAC §290-4-1-.01

HISTORY: ADOPTED: OCTOBER 15, 2012; REVISED: _____; FORMERLY: NEW

2.26 SPECIAL COMMITTEES OF THE SCHOOL BOARD

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

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

REFERENCE(S): CODE OF ALABAMA 16-8-6, 16-8-7, 16-8-8

HISTORY: ADOPTED: OCTOBER 15, 2012; REVISED: _____; FORMERLY: NEW

2.30 LEGAL COUNSEL - BOARD

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

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

HISTORY: ADOPTED: OCTOBER 15, 2012; REVISED: _____; FORMERLY: NEW

2.31 BOARD AND SUPERINTENDENT RELATIONS

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

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

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

The Board shall hold the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations. In an effort to keep the Board informed, the Superintendent shall promptly notify Board members of any happenings of an emergency nature that occur in the schools.

REFERENCE(S): CODE OF ALABAMA 16-8-8 to -10, 16-9-1 THROUGH -34

HISTORY: ADOPTED: JULY 25, 1995; REVISED: OCTOBER 15, 2012; FORMERLY: SO-1

CHAPTER 3 – SCHOOL ADMINISTRATION

3.10 ADMINISTRATIVE ORGANIZATION

The Crenshaw County Board of Education is the policy-forming body of the Crenshaw County School System. The Board shall approve all policies in conformance with applicable federal, state, and local statutes and regulations as well as with established judicial decisions.

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

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

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

REFERENCE(S): CODE OF ALABAMA 16-8-7, 16-8-8, 16-8-10, 16-9-23

HISTORY: ADOPTED: JULY 25, 1996; REVISED: AUGUST 6, 2012 FORMERLY: SO-1, SO-2

3.12 CALENDAR, LENGTH OF SCHOOL DAY AND YEAR

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

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

- School Day – shall not be less than six (6) hours, or 360 minutes, of actual teaching, exclusive of all recesses or intermission periods. Class periods shall be planned to allow for this amount of instructional time.
- School Year – shall provide for at least the minimum number of days of instruction required by the State Board of Education and current state law.

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

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

HISTORY: ADOPTED: AUGUST 6, 2012; REVISED: _____; FORMERLY: NEW

3.13 SUPERINTENDENT SELECTION

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

The Crenshaw County Board of Education agrees, as a further condition of this office it shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his/her individual capacity, on his/her official capacity as agent and employee of the School System, provided the incident arose while the Superintendent was acting within the scope of his/her duties.

If in the good faith opinion of the Superintendent, a conflict exists as regards the defense to such claim between the legal position of the Superintendent and the legal position of the School System, the Superintendent may engage counsel in which event the School System shall indemnify the Superintendent for the cost of legal defense.

The Superintendent may delegate certain administrative authority and responsibilities to his/her staff and principals. The Superintendent shall, with the approval of the Board, organize the system staff and schools, create and fill positions, and assign duties and responsibilities. All personnel who work in the Crenshaw County School System shall be responsible to the Superintendent.

REFERENCE(S): CODE OF ALABAMA 16-9-1, 16-8-7

HISTORY: ADOPTED: JULY 25, 1996; REVISED: AUGUST 6, 2012; FORMERLY: SO-1

3.20 QUALIFICATIONS OF SUPERINTENDENT

The Superintendent of the Crenshaw County Board of Education shall possess the following qualifications as minimum requirements:

- Hold an Alabama certificate in administration and supervision;
- Have demonstrated ability in group dynamics and in working with people who have varying backgrounds and interests;
- Possess the ability to delegate authority.

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

REFERENCE(S): CODE OF ALABAMA 16-1-38, 16-8-7, 16-9-2 LEGISLATIVE ACT 1969-1039

HISTORY: ADOPTED: AUGUST 6, 2012; REVISED: _____; FORMERLY: NEW

3.21 CONTRACT OF SUPERINTENDENT

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

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

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

REFERENCE(S): CODE OF ALABAMA 16-8-8, 16-9-12, 16-9-1, 16-12-1, 16-11-19

HISTORY: ADOPTED: AUGUST 6, 2012; REVISED: _____; FORMERLY: NEW

3.22 DUTIES OF THE SUPERINTENDENT

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

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

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

- Exercise, pursuant to state statutes and under the direction of the Board, general supervision of the public schools in the district.
- Enforce all provisions of law relating to the management of the schools, and other educational, social, and recreational activities under the direction of the Board of Education.
- Attend all meetings of and have a seat on the Board of Education; to have the right to speak on all matters but not the right to vote and to bring such matters before the Board as seem to him/her necessary for the general welfare of the schools.
- Keep abreast of and to keep the Board of Education informed concerning acceptable, modern school practices; and to make such recommendations to the Board as shall lead to the establishment of standards that will assure growth and progress of the school district.
- Carry out the policies adopted by the Board under such powers as may be delegated by the Board as are necessary to that end.
- Initiate those matters required of the Superintendent under Alabama law and other applicable rules respecting the duties and responsibilities of the county superintendent.
- Exercise general supervision over all employees and have the right to nominate, assign, suspend, and transfer all employees. All appointment and transfers are subject to a written recommendation from the Superintendent and the approval of the Board.
- Suspend any pupil from school whenever, in his/her judgment, the best interests of the schools are served.
- Assure the proper maintenance of all school district records and the proper distribution of such records to board members, principals, etc.
- Plan and administer the budget as enacted by the Board, acting at all times within legal requirements and in accordance with policies of the Board.
- Represent the school system in community affairs.
- Perform such official duties as may be prescribed by law or the Board.

- Develop plans for the maintenance, improvement or expansion of buildings and property needed to provide an adequate educational program.
- Assume other duties as assigned by the Board.

REFERENCE(S): CODE OF ALABAMA 16-9-13 TO -16, 16-9-23, 16-12-1 TO -21

HISTORY: ADOPTED: JULY 25, 1996; REVISED: AUGUST 6, 2012; FORMERLY: SO-1, SO-2

3.24 OPENING AND CLOSING OF SCHOOLS

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

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

REFERENCE(S): CODE OF ALABAMA 16-1-1, 16-8-8; AAC §290-030-010-06

HISTORY: ADOPTED: AUGUST 6, 2012; REVISED: _____; FORMERLY: NEW

3.24.1 CARE OF STUDENTS BEFORE AND AFTER SCHOOL

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

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

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

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

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

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

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

hours.

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

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

HISTORY: ADOPTED: AUGUST 6, 2012; REVISED: -----; FORMERLY: NEW

3.25 EMERGENCIES

- I. In case of emergency, the Superintendent may close any school or all schools. The members of the Crenshaw County Board of Education shall be informed of any event or condition which requires the closing of any school(s) of the system.
- II. In the event of a declared state of emergency, control of pupils shall be retained by school personnel until pupils are released from school or in the case of transported pupils, until the students depart from the school bus.
- III. The school officials shall cooperate with emergency management and Red Cross authorities in the event of a natural or man-made disaster. In the event of a riot or similar condition, the principal shall cooperate with law enforcement.
- IV. The Superintendent or his/her designee shall make public announcements and releases to the media concerning emergency school closings.

REFERENCE(S): CODE OF ALABAMA 16-8-8, 36-19-10, 16-6B-5

HISTORY: ADOPTED: JULY 25, 1996; REVISED: AUGUST 6, 2012; FORMERLY: GA-1, GA-2

3.30 RESPONSIBILITIES OF PRINCIPALS

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

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

REFERENCE(S): CODE OF ALABAMA 16-8-8, 16-24B-4

HISTORY: ADOPTED: JULY 25, 1996; REVISED: AUGUST 6, 2012; FORMERLY: S0-2

3.40 SAFE AND SECURE SCHOOLS

- I. The Crenshaw County Board of Education has as its first obligation to provide a safe, secure, and orderly learning environment in all schools and at all school-sponsored activities.
- II. An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending Crenshaw County Board of Education or school-sponsored events or activities. All procedures shall reflect the following provisions:
 - a. No persons other than Crenshaw County School System students and employees shall be on a school campus during school hours unless they have been approved by the principal's office.
 - b. A student who is suspended or expelled is not in good standing and is not permitted on the Crenshaw County school campus or school grounds.
 - c. Any person on a Crenshaw County school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify a building administrator.
 - d. Individuals who enter Crenshaw County School System property, a Crenshaw County Board of Education meeting or attend a school-sponsored activity without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the Board Chairman, Superintendent or designee, principal or person in charge are subject to criminal penalty as provided in Alabama statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at Crenshaw County School System schools or school activities.
- III. **Emergency Plans:**
 - a. The Superintendent shall develop and present to the Crenshaw County Board of Education for review and approval, appropriate school emergency management and preparedness plans.
 - b. The Superintendent shall establish a uniform format for the development of the schools' emergency management and preparedness plans.
 - c. Each Crenshaw County school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Alabama law, State Board of Education rules, and other applicable regulations.
- IV. **Safety Procedures:**
 - a. School alarms shall be monitored, and malfunctions shall be reported for immediate repair.
 - b. Emergency evacuation drills (fire, bomb threat, terrorist, tornado, severe weather, other disaster, and school bus) shall be held in compliance with state requirements. Each Crenshaw County School System principal, site administrator or transportation official is responsible for:
 - 1. Developing and posting emergency evacuation routes and procedures;

2. Assigning and training staff members in specific responsibilities to ensure prompt, safe and orderly evacuation and re-entry; and
3. Identifying and reporting hazardous areas requiring corrective measures.

V. Violence Prevention

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

VI. **Security:**

- a. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.
- b. Each Crenshaw County school's emergency plan shall include security provisions including emergency lockdown procedures.
- c. All doors and exits shall remain unlocked from the interior during school hours and shall meet the required codes.
- d. The Superintendent shall require that all state statutes regarding safety, security and discipline are carried out.

REFERENCE(S): CODE OF ALABAMA 16-1-24, 16-1-24.1, 16-3-12, 16-4-13, 16-1-2, 16-1-7, 16-6B-5 TO -6, 16-8-8, 36-19-10, 36-19-11

HISTORY: ADOPTED: JULY 25, 1996; REVISED: AUGUST 6, 2012; FORMERLY: GA-1

3.40.1 ADULT SEX OFFENDERS

Adult sex offenders who have been convicted of a sex offense involving a minor must:

- a. notify the principal of the school or his designee before entering school property or attending the K-12 school activity;
- b. immediately report to the principal of the school or his designee upon entering the property or arriving at the K-12 school activity; and
- c. cooperate with any efforts undertaken by the principal of the school or his designee to discreetly monitor their presence on school property or at the K-12 school activity.

For the purposes of this subsection, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience including, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies.

Adult sex offenders have a duty to comply with this policy, and it shall not be construed as imposing an affirmative duty of any kind on the school principal, his designee, or any other employee, agent, or representative of the school or school system.

[Reference: Ala. Code § 15-20A-17]

REFERENCE(S): CODE OF ALABAMA 15-20A-17

HISTORY: ADOPTED: OCTOBER 19, 2020

3.43 PROHIBITION OF HARASSMENT

- I. The Crenshaw County Board of Education prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, or social and family background. This policy also applies to non-employment volunteers who work subject to the control of school authorities.
- II. The Superintendent shall develop procedures which shall be used by persons alleging harassment.
- III. **Sexual Harassment by Students** – The Crenshaw County Board of Education desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board’s commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Crenshaw County Board of Education. Sexual harassment’s destructive impact wastes human potential, demoralizes students, and perpetuates the tendency toward further unacceptable behavior. For these reasons, the Crenshaw County Board of Education forbids harassment against any student on the basis of gender. The Board will not tolerate harassment activity by any of its students.
 - a. **Definition** – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student’s academic performance, or creates an intimidating, hostile, or offensive school environment.

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

1. Verbal harassment or abuse of a sexual nature;
 2. Subtle pressure for sexual activity;
 3. Repeated remarks to a person with sexual or demeaning implications, e.g., a person’s body, clothes or sexual activity;
 4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
 6. Display of sexually suggestive objects, pictures, or written materials;
 7. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
- b. **Specific Prohibition** - It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.
 - c. **Procedures** - Any student who alleges sexual harassment by an employee or another student should report the harassment to the building principal, assistant principal(s), guidance counselor(s) or Superintendent’s designee. Filing of a complaint or otherwise reporting sexual harassment will not affect the student’s status, extracurricular activities, grade or any other assignments. The complaint should be in writing, state the act or acts, state the date(s), state the names of witnesses, and be signed by the complainant.
 1. The right to confidentiality, both of the complainant and of the accused, will be

respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

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

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

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

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or student's educational performance or creating an intimidating, hostile or offensive work or school environment.
- d. Examples of sexual harassment may include, but are not limited to, the following:
 - 1. Verbal harassment or abuse of a sexual nature;
 - 2. Subtle pressure for sexual activity;
 - 3. Repeated remarks to a person with sexual or demeaning implications, e.g., a person's body, clothes or sexual activity;

Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
 - 4. Display of sexually suggestive objects, pictures, or written materials.
- e. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
- f. Any suspected child abuse shall be reported in accordance with state law.
- g. **Specific Prohibition** – Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation.
 - 1. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.

2. It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to penalties.

3. It is sexual harassment for a Crenshaw County Board of Education employee to use his or her authority to solicit sexual favors or attention from students. Board employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.

- h. **Procedures** – It is the responsibility of any employee to promptly report any occurrence of alleged sexual harassment. This policy on sexual harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of sexual harassment, that management will promptly investigate all alleged incidents of sexual harassment, and appropriate corrective action will be taken. Complaints should be reported to the Superintendent or designee and should be in writing, state the act(s), state the date(s), state the name(s) of witnesses and be signed by the complainant.

Investigations will be conducted with discretion. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. Claims found to be factually supported will be promptly acted upon. No employee or student shall be retaliated against, in any manner, for reporting conduct which is believed to be a violation of this rule or for participating in an investigation of a possible violation of this rule.

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

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

REFERENCE(S): CODE OF ALABAMA 16-8-23; TITLE IX OF EDUCATION AMENDMENTS OF 1972 PUBLIC LAW 100-960, PUBLIC LAW 102-143

HISTORY: ADOPTED: JULY 25, 1996; REVISED: AUGUST 6, 2012; FORMERLY: S-30, S-30-a

3.44 EQUAL OPPORTUNITY

3.44.1 Unlawful Discrimination Prohibited

The Board is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, color, religion, sex, national origin, age, disability, pregnancy, and genetics. Crenshaw County Board of Education will abide by all federal or state law which includes but not limited to Title II of the Genetic Information Nondiscrimination Act of 2008, as amended, the Equal Pay Act of 1963, as amended, Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination Act of 1967, as amended, and Title I of the American with Disabilities Act of 1990, as amended.

3.44.2 Implementing Regulations Authorized – The Superintendent is authorized and directed to implement such rules, regulations, procedures, and directives as necessary and appropriate to implement and enforce this policy and any law prohibiting discrimination in the workplace, including the designation of one or more complaint/grievance investigators, officials, or coordinators, the development of complaint or grievance procedures for responding to allegations of unlawful discrimination, the provision of training or dissemination of instructional materials and advisories to appropriate staff members, and the administration of corrective or remedial action in response to violations of the law and of this policy.

REFERENCE(S): CODE OF ALABAMA 16-1-30, 16-8-8, AMERICANS WITH DISABILITIES ACT OF 1990, TITLE IX OF EDUCATION AMENDMENTS OF 1972, CIVIL RIGHTS ACT OF 1964 AND AMENDMENTS, SECTION 504 OF REHABILITATION ACT OF 1973

HISTORY: ADOPTED: JULY 25, 1996;

REVISED: AUGUST 6, 2012; NOVEMBER 16, 2020; FORMERLY: S-1

3.45 TOBACCO USE IN SYSTEM FACILITIES

The Crenshaw County Board of Education prohibits the use or possession of tobacco/nicotine in any form (vapor, cigarettes, cigars, e-cigarettes, pipes, snuff, tobacco, etc.) by students, faculty, support personnel, or any other person on school property under the control of the Crenshaw County Board of Education. This includes a public-school building, Crenshaw County Board of Education Building, bus maintenance building, bus, campus, recreational area, athletic field, parking area or other area under the control of the Crenshaw County Board of Education.

Parents/guardians and other persons are hereby notified that they are prohibited from use or possession of tobacco in any form on Crenshaw County School System property at any time. School principals and other work site supervisors as may be designated are directed to post signs at the entrance of all school buildings and on the grounds of Crenshaw County School System property designating the school property as a tobacco free facility.

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

REFERENCE(S): CODE OF ALABAMA;16-8-10, 16-9-15

HISTORY: ADOPTED: JULY 25, 1996; REVISED: JANUARY 21, 2003; AUGUST 6, 2012; FORMERLY: GP-24, S-17

3.46 PREVENTION OF CHILD ABUSE AND NEGLECT

It is unlawful for any person to knowingly or recklessly distribute to a minor, possess with intent to distribute to a minor, or offer or agree to distribute to a minor any material that is harmful to minors. A person who distributes such material to a minor shall be guilty of a Class A misdemeanor. If the person who knowingly or recklessly distributes harmful material to a minor is an employee of a K-12 public or private school and the minor receiving the material is enrolled at the school where the person is employed, the person shall be guilty of a Class C felony.

All hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, physical therapists, nurses, public and private K-12 employees, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, employees of public and private institutions of postsecondary and higher education, members of the clergy, or any other person called upon to render aid or medical assistance to any child, when the child is known or suspected to be a victim of child abuse or neglect, shall be required to report orally, either by telephone or direct communication, immediately, followed by a written report, to any duly constituted authority.

School system employees are to receive information and annual training regarding responsibilities for reporting suspected child abuse and neglect. Students in grades Pre-K through 12 shall receive instruction through age-appropriate curriculum about abuse prevention, reporting, and safety.

REFERENCE(S): CODE OF ALABAMA Legislative Act 2015-456

HISTORY: ADOPTED: APRIL 25, 2016; REVISED: _____; FORMERLY: NEW

3.50 PUBLIC INFORMATION

- I. All public records pursuant to Alabama statutes, except those involving sensitive personnel records, pending criminal investigations, recorded information received by a public officer in confidence, or other records, the disclosure of which would be detrimental to the public's interest, shall be available for inspection or copying at reasonable times during normal office hours of the Crenshaw County School System office or other offices in which records are maintained.
- II. The Superintendent shall:
 - a. Keep citizens adequately informed through all channels of communication on policies, programs, problems, and planning of the Crenshaw County School System and instruct schools to carry out this policy through their efforts and the office of the Superintendent.
 - b. Seek input from community members.
 - c. Encourage Crenshaw County School System staff to cooperate in keeping the public informed of newsworthy events which would be of interest or concern to citizens and which would promote the welfare of the school system, provided that any news release be approved by the principal or supervisor and that any adverse information of a serious nature or any release relating to the system as a whole be approved by the Superintendent.

REFERENCE(S): CODE OF ALABAMA

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

HISTORY: ADOPTED: AUGUST 6, 2012; REVISED: _____; FORMERLY: NEW

3.51 COPYING OF PUBLIC RECORDS

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

REFERENCE(S): CODE OF ALABAMA; 16-8-8, 16-1-30

HISTORY: ADOPTED: AUGUST 6, 2012; REVISED: _____; FORMERLY: NEW

3.61 SCHOOL CEREMONIES AND OBSERVANCES

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

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

Prayer and Religious Expression: The Crenshaw County Board of Education, in compliance with federal law as it applies to the State of Alabama, allows student-initiated prayer or other religious observances at school activities. As required by the No Child Left Behind Act of 2001, the Superintendent shall, by October 1 of each year, certify in writing to the state that students of the School System are not prevented by policy or rule from participating in constitutionally protected prayer. The Superintendent shall ensure that the staff, parents/guardians, and students are made aware of the parameters of acceptable religious speech and actions. The Superintendent shall also distribute guidelines to each school concerning religion in the schools. (See also Policy 5.18 Religious Liberty.)

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

REFERENCE(S): CODE OF ALABAMA 16-1-20.4, 16-43-1, 16-43-5; NO CHILD LEFT BEHIND ACT OF 2001; LEGISLATIVE ACT 2014-241

HISTORY: ADOPTED: AUGUST 6, 2012; REVISED: _____; FORMERLY: NEW

3.70 SCHOOL VOLUNTEERS

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

- The school principal or designee must conduct an orientation for all school volunteers.
- Any volunteer (i.e., a person performing services for a non-profit organization, a non-profit corporation, a hospital, or a governmental entity without compensation, other than reimbursement for actual expenses incurred) shall be immune from civil liability in any action on the basis of any act or omission of a volunteer resulting in damage or injury if:
 1. The volunteer was acting in good faith and within the scope of such volunteer's official functions and duties for a non-profit organization, a non-profit corporation, a hospital, or a governmental entity; and
 2. The damage or injury was not caused by willful or wanton misconduct by such volunteer.
 3. The principal or designee must provide training for all volunteers.

REFERENCE(S): CODE OF ALABAMA 16-8-8

HISTORY: ADOPTED: AUGUST 6, 2012; REVISED: _____; FORMERLY: NEW

3.80 COMMUNICABLE DISEASES AND PARASITES

It is the intent of the Crenshaw County Board of Education, in cooperation with county and state agencies, to carry out laws and regulations designed to protect and promote the health, safety, and general welfare of school children and Board employees.

Communicable/Infectious Diseases or Conditions and Parasites

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

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

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

Infection Control

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

Exposure Control Plan and Staff Development

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

Certificate of Immunization

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

Confidentiality of Medical Information

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

REFERENCE(S): CODE OF ALABAMA ;16-8-9, 16-29-1 TO -6, AAC §290-1-4-.01

HISTORY: ADOPTED: JULY 25, 1996; REVISED: AUGUST 6, 2012; FORMERLY: S-15, S-26

CHAPTER 4 – CURRICULUM AND INSTRUCTION

4.10 THE CURRICULUM

- I. The Crenshaw County School System curriculum shall be determined by
 - a. Alabama State Department of Education Courses of Study;
 - b. Students' needs and interests;
 - c. Regular evaluation of curriculum effectiveness; and
 - d. Alabama statutes, State Board of Education rules, and policies of the Crenshaw County Board of Education.
- II. The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the system.
- III. The Superintendent shall designate appropriate staff members who are responsible for the development and coordination of the curriculum of the system.
- IV. The Superintendent shall cause a program of instruction for all grade levels to be developed and regularly updated.
- V. The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues which are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides without bias or prejudice and shall permit each student to arrive at his/her own conclusions.
- VI. When dealing with political issues, the positions of all parties will be presented on a non- partisan basis.
- VII. The Superintendent shall recommend, and the Board shall approve standards relating to graduation requirements, dual enrollment, promotion and retention, grading systems, and methods of reporting.
- VIII. All course materials and verbal or visual instruction shall conform to the requisites and intent of Alabama law and the state Constitution. All instructional materials, including teachers' manuals, films, tapes, or other supplementary instructional material, shall be available for inspection by parents/guardians of the children engaged in such classes.
- IX. The Superintendent or designee shall develop procedures to ensure that all aspects of curriculum development are implemented.
- X. There shall be a systematic and comprehensive evaluation of the instructional program and all related areas.

REFERENCE(S): CODE OF ALABAMA 16-8-9, 16-8-28, 16-9-21, 16-35-4, 16-35-5

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: ____; FORMERLY: NEW

4.11 SPECIAL EDUCATION

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

- I. Upon recommendation of the Superintendent, the Board shall adopt a plan for the provision of education programs for all Crenshaw County School System students with disabilities and for gifted students.
- II. The plan for special programs and procedures for exceptional students shall include screening procedures, pre-referral activities, referral procedures, eligibility criteria, program placement, program dismissal, and descriptions of program organization and operations.
- III. The Crenshaw County School System special student education program shall conform to the provisions adopted by the Board and shall function in accordance with the provisions of state and federal law, State Board of Education rules, and other applicable provisions of Board rules.

REFERENCE(S): CODE OF ALABAMA; 16-8-8, 16-13-231, 16-39-3; AAC §290-1-4-.01

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.12 AT-RISK AND ALTERNATIVE EDUCATION PROGRAMS

The Superintendent or designee shall develop, for the Crenshaw County Board of Education's approval, a plan for at-risk students addressing drop-out prevention. Components of the plans for academically at-risk students may include, but are not limited to, state, federal, or local initiatives.

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

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

REFERENCE(S): CODE OF ALABAMA 16-1-13, 16-1-16, 16-13-231, AAC §290-1-4-.01

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: FORMERLY: NEW

4.13 HOMEWORK

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

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

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

REFERENCE(S): CODE OF ALABAMA 16-8-8

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.14 SUMMER PROGRAMS

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

Exclusive of Special Education extended school year services, summer program requirements shall be developed by the Superintendent and approved by the Crenshaw County Board of Education.

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

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.16 STUDENT FEES, FINES AND CHARGES

- I. The Crenshaw County Board of Education shall hold each student responsible for all textbooks, electronic devices, and other educational materials issued to him/her. It shall be understood that the parent, guardian or other person having custody of any student to whom textbooks or other materials are issued shall be held liable for any loss, abuse or damage in excess of that which would result from the normal use of such materials.
- II. Fees may only be charged in courses which are not required for graduation.
- III. The Crenshaw County Board of Education maintains that activities for which an admission fee is charged shall be kept to a minimum. The admission charges shall be fixed at amounts permitting the maximum number of pupils to attend, commensurate with the cost of providing such activities.
- IV. Concession sales at school activities may be operated by student groups or parent groups as approved by the principal.
- V. All income from school activities and concession sales shall be deposited in the appropriate account and shall be disbursed in accordance with Board Policy, accreditation standards, and State Department of Education regulations.

REFERENCE(S): CODE OF ALABAMA 16-8-7 TO -9, 16-10-6, 16-13-13; LEGISLATIVE ACT 98-230

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.17 DUAL ENROLLMENT

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

REFERENCE(S): CODE OF ALABAMA 16-8-8, AAC §290-3-1-.02(10)

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.18 STUDY/WORK RELEASE PROGRAMS

For School Approved Programs

The Board has authorized cooperative education/special education transition programs in those areas of the curriculum which have gained approval from the State Department of Education (e.g. marketing education, business education, trade and industrial education, etc.) and which conform to the guidelines for such programs. Carnegie units shall be awarded according to the State Department of Education regulations. Release of students to participate in cooperative education /special education transition programs is permissible, provided:

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

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

Employment After School Hours

No child under nineteen (19) years of age who is enrolled in any public or private primary or secondary school system shall work between 10:00 p.m. and 5:00 a.m. on any night preceding a school day. The Superintendent shall have authority to grant exemptions to the 10:00 p.m. provisions. Students who are enrolled in certified training programs as authorized by the State Department of Education shall be allowed to work past 10:00 p.m.

REFERENCE(S): CODE OF ALABAMA 16-3-18, 16-37-4, 28-8-33 thru -35, 25-8-37; LEGISLATIVE ACT 87-675

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____ FORMERLY: NEW

4.20 CLASSROOM INSTRUCTIONAL SUPPORT FUNDS

- I. The distribution of funds for classroom instructional support materials shall be based on projected enrollment, available funds, and Alabama statutes and shall include library enhancement, classroom materials and supplies, professional development, technology, and other classroom instructional support approved by the State Board of Education.
- II. Each Crenshaw County School System school shall form a committee to develop a budget for library enhancement, classroom materials and supplies, professional development, technology and any other classroom instructional support funds allocated to the school.
 - a. The composition and procedures used by such committee will follow Alabama statutes and guidelines.
 - b. The proposed budget shall outline common purchases, specify the common items which may be purchased and designate a specific allotment per teacher.
 - c. The proposed budget will be consistent with the plans developed for the school and the Crenshaw County School System.
 - d. The proposed budget will be submitted for approval by the teachers at each school.
- III. All funds must be spent on classroom instructional support purposes consistent with system and state rules. Funds may be spent on instructional and electrical equipment used in the classroom with students.
- IV. Unused funds will revert to the system or state.

REFERENCE(S): CODE OF ALABAMA 16-1-8.1, 16-13-231, 16-6B-10, NO CHILD LEFT BEHIND ACT OF 2001

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.21 INSTRUCTIONAL MATERIALS AND TEXTBOOK MANAGEMENT

The Board shall approve all textbooks used in the Crenshaw County School System. Local textbook committees shall be appointed by the Crenshaw County Board of Education upon recommendation by the Superintendent. The number, size, and composition, which shall include parents, of the committees shall be determined by the Board. The name of each person serving on local textbook committee(s) shall be kept on file by the Superintendent.

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

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

REFERENCE(S): CODE OF ALABAMA 16-36-60 to -70; LEGISLATIVE ACT 98-320

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.22 LIBRARY MEDIA CENTERS

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

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

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

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

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

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

REFERENCE(S): CODE OF ALABAMA 16-8-8, 16-21-1 TO -3

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.23 LIBRARY ENHANCEMENT MATERIALS SELECTION

- I. **Objectives of Selection:** The primary objective of the Crenshaw County School System library media centers is to implement, enrich, and support the educational program of the schools. The centers shall provide a wide range of materials on all levels of difficulty, with diversity of appeal and the representation of different points of view.
- II. **Criteria for Selection:**
 - a. The standards to determine the propriety of the educational materials shall be pursuant to Alabama statutes.
 - b. Educational media materials shall be evaluated and selected to implement, enrich, and support the educational programs of the schools.
 - c. Media, e.g., films, videos, software, print texts, and digital media from sources other than the system or a school media center collection must be approved by the principal. Request for Use of Educational Media from Outside Sources forms are available at each school site and shall be used to request permission to use such materials. The content of the curriculum shall determine the need for use of media.
- III. Funds shall be spent in accordance with the budget adopted for designated local school or system funds.
- IV. A media specialist should be consulted in budget planning for all library enhancement funds.

REFERENCE(S): CODE OF ALABAMA 16-21-1 TO -3;

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.30 CHALLENGED MATERIALS

The following procedures shall be followed when the appropriateness of books or materials is questioned:

- I. School/community citizens may register their concerns with the principal of the school where material is being challenged.
- II. All concerns shall be presented in writing to the school principal. The statement shall include, but is not limited to, the following information:
 - a. Author, compiler, or editor;
 - b. Publisher;
 - c. Title;
 - d. Reason for objection;
 - e. Page number of each item challenged; and
 - f. Signature, address and telephone number of person making criticism.
- III. These procedures shall be followed for Crenshaw County School System school-level reviews:
 - a. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal shall notify the Superintendent or his/her designee when a committee is convened.
 - b. Challenged materials shall not necessarily be removed immediately. Challenged materials shall be available pending a final decision.
 - c. Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
 - d. The complainant shall be informed in writing concerning the committee's recommendations.
- IV. These procedures shall be appropriate for system-level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal:
 - a. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the Superintendent to review the appeal, to evaluate the challenged materials and to make recommendations of any changes. A committee member shall not be selected from the school where the challenged materials originated.
 - b. The Superintendent shall designate a member of his/her staff to be responsible for the organization of this review committee according to School Board policies.
 - c. The committee's review shall be treated objectively and in a business-like manner and shall be conducted in the best interests of students, the schools, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.

- d. The committee's recommendations shall be submitted to the Superintendent.
- e. The complainant shall be informed, in writing, after the committee's recommendation is received by the Superintendent.
- f. An appeal to the Crenshaw County Board of Education may be requested by the complainant when the school and system-level appeals do not satisfactorily resolve the concerns. The Board shall review recommendations of the school and system-level committees and shall render the final decision on the complainant's concern.

REFERENCE(S): CODE OF ALABAMA 16-8-8

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.33 ANIMALS ON SCHOOL PREMISES

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

CATEGORY	PROCEDURES
Animals Used in Educational Presentations (single event)	<ul style="list-style-type: none"> • Faculty/Staff member secures the approval of the principal prior to the event/presentation by following the steps described below: <ol style="list-style-type: none"> 1. Identify the instructional purpose or social/emotional objective of the presentation/event. 2. Provide statement of animal health and temperament or verify that the animal is part of a presentation conducted by an experienced animal handler who engages in demonstrations in a school setting on a regular basis. 3. Obtain principal's/designee's approval to proceed. 4. Notify parents of upcoming presentation. 5. Provide modifications for students who have animal fears or allergies. 6. Obtain principal's final approval in writing.
Cold Blooded Animals Not Handled by Children (for 1 semester, renewable) and/or Classroom Animals (for 1 semester, renewable)	<ul style="list-style-type: none"> • Faculty/Staff member secures the approval of the principal prior to the event/presentation by following the steps described below: <ol style="list-style-type: none"> 1. Identify instructional purpose or social/emotional objective. 2. Provide statement of animal health and temperament or verify that animal is provided by a certified program or agency. 3. Obtain principal's signature of approval to proceed to next steps. 4. Notify parents of proposed presence of animal. 5. Provide modifications for students who have animal fears or allergies. 6. Obtain principal's final signature of approval. <ul style="list-style-type: none"> • Faculty/Staff member follows established Health Department/standard precautions procedures for cleaning and disinfecting sinks, cages and surfaces.
Animals Excluded from School or Classroom Use	<ul style="list-style-type: none"> • Poisonous, venomous animals. • Family pets unless all policy requirements are met.
Animals Exempt from Compliance with Policy	<ul style="list-style-type: none"> • Trained and certified service animals supporting individuals with disabilities. • Animals used in K-8 Science Curriculum. • Invertebrates used in Grades 9-12 Science Curriculum.

Conditions requiring removal of an animal from school premises:

- **Injury:** Any animal that causes injury to staff or students must be immediately isolated and removed from the school premises until the situation is resolved. An Injury Report must be completed, and the appropriate medical care must be administered.
- **Health Issue:** If a student or staff member has an allergic reaction or other health problem because of the presence of an animal, the animal must be immediately removed from the classroom/workspace of the affected individual and removed from school premises until the situation is resolved.
- **Aggression:** Any animal that behaves aggressively must be immediately isolated and removed from the school premises.

Animals may not be transported to and/or from school on school buses or via any other transportation provided by the School System.

REFERENCE(S): CODE OF ALABAMA 16-8-8

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.42 PUBLIC APPEARANCE OF SCHOOL GROUPS

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

REFERENCE(S): CODE OF ALABAMA 16-8-8

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.43 FIELD TRIPS

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

- I. All local and in-state field trips must be approved in advance by the school principal with prior notification given the Superintendent. Notification of such travel must be received by the Superintendent at least seven (7) days prior to the anticipated travel date.
- II. All out-of-country and overnight field trips must be approved in advance by the principal, the Superintendent, and the Board. Requests for out-of-country field trips must be submitted to the Superintendent at least thirty (30) days prior to the anticipated travel date.
- III. Requests for approval of all field trips must be submitted on field trip request forms. Upon approval of any field trip, the school principal shall be responsible for notifying the Superintendent through the submission of a copy of an approved field trip request form. Such notification shall be made at least seven (7) days in advance of the expected travel date for local and in-state field trips with a thirty (30) day advanced notification required for out-of-state and/or overnight field trips.
- IV. Before any trip as noted above is taken, a completed and signed parental permission form shall be secured from each student planning to go on the field trip. Students who have not submitted a signed parental permission form shall not be allowed to take the trip. Students participating in a series of trips, such as football, basketball, etc., may submit one parental permission form to cover all trips associated with the activity.
- V. Crenshaw County School System medication administration procedures and policies shall be followed for students participating in field trips.
- VI. **Field Trip Transportation Using School System or Common Carriers:** In order to reduce the costs of field trips for students, Crenshaw County School System buses should be used for local field trips when possible. Privately owned buses/common carriers may be used for trips extending beyond the normal school day based on prior approval by the Superintendent. Approval for the use of privately owned buses/common carriers must be secured from the principal prior to discussions of the trip with students. Private buses/common carriers should be used only when School System buses are unavailable or impractical. When School System buses are used, the following provisions will apply:
 - a. Field trip buses, when available, shall be operated according to terms and conditions that apply specifically to such buses. Reservations must be made through the principal or designee with the teacher/sponsor preparing the field trip request form for approval by the principal.
 - b. At least one teacher or principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.

- c. All field trip bus passengers must be enrolled in school, be an employee of the School System, or be designated as chaperone by the field trip sponsor and approved by the school principal.
- d. The principal of each school is responsible for handling the scheduling of such trips.
- e. Mileage and other applicable cost factors (driver, substitute driver, etc.) for each field trip will be computed by the Board based on the current, approved rates with billings submitted to schools on a monthly basis.
- f. Only adult drivers with a commercial driver's license will be permitted to drive field trip buses with the cost of paying the driver to be borne by the school or class making the trip(s).
- g. The field trip sponsor should return the School System-owned bus in a clean condition as determined by the Director of Transportation.
- h. Due to energy regulations, allocations, proration, and other financial problems, the Board may cancel trips, increase prices, or curtail the use of buses. Principals will be notified if changes occur.

REFERENCE(S): CODE OF ALABAMA 16-8-8

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.44 SCHOOL FUNCTIONS

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

REFERENCE(S): CODE OF ALABAMA 16-8-8

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.50 STUDENT CLUBS AND ORGANIZATIONS

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

All student clubs and organizations shall comply with the following:

- All clubs and organizations must clearly establish and adhere to membership criteria that have been approved by the principal.
- The charter and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.
- There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation which recklessly or intentionally endangers a student's mental or physical health or safety.
- Dues shall be reasonable and not prohibitive.
- All meetings shall be held on Crenshaw County Board of Education property, unless waived upon the faculty sponsor's request and principal's approval of special meetings and events.
- A Crenshaw County School System faculty sponsor/designated employee shall be present at all meetings and functions.
- All social events shall be adequately chaperoned.
- All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.
- A student club or organization shall not conduct any activity or act which violates Alabama statutes, Crenshaw County Board of Education rules, or the regulations of the local school.
- Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.
- Secret societies, social clubs, sororities, fraternities, or any similar organizations are prohibited.

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

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.51 STUDENT PUBLICATIONS

Crenshaw County School System school principals may approve establishment of a school newspaper or magazine for students.

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

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

REFERENCE(S): CODE OF ALABAMA 16-8-8

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.60 ASSESSMENT PROGRAM AND TEST RESULTS

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

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

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

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

REFERENCE(S): CODE OF ALABAMA 16-8-8; FAMILY EDUCATION RIGHTS AND PRIVACY ACT; NO CHILD LEFT BEHIND ACT OF 2001; PUBLIC LAW 103-227

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.61 TEST SECURITY

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

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

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

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

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

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

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

REFERENCE(S): CODE OF ALABAMA 16-8-8, AAC §290-4-2-.04

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.71 REPORT CARDS

The Superintendent shall develop procedures relating to the content and issuance of Crenshaw County School System student report cards.

REFERENCE(S): CODE OF ALABAMA 16-8-8

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.80 TRANSFERS FROM NON-ACCREDITED OR HOME SCHOOLS

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

Credit for all elective courses shall be accepted without validation. Uncontested credit for core courses of English, mathematics, science and social studies shall be transferred as follows:

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

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

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

Contested credit for core courses shall be transferred as follows:

- If the parent/guardian disagrees with the placement decision, the principal or designee shall supervise the administration of the school's most recent semester examination or other appropriate assessment for each prerequisite to the core course in which the parent/guardian is requesting enrollment. For each test passed, the student shall be placed in the next level core course and credit for the prerequisite course(s) shall be transferred.
- In the event of the existence of controversial records/transcripts and/or the absence of any official or notarized records/transcripts, the student shall take placement tests consisting of the system school's previous semester tests for core courses.

All transfer students must pass state-required examinations and meet all other requirements for graduation.

REFERENCE(S): CODE OF ALABAMA 16-8-8, AAC §290-3-1-.05(2) C 7 and 290-3-1-.06 (10) c

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.81 CAREER/TECHNICAL COOPERATIVE EDUCATION

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

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

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

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

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

REFERENCE(S): CODE OF ALABAMA 16-8-8, 16-37-1, 16-37-4; ALABAMA CAREER TECHNICAL EDUCATION STANDARDS

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.82 SAFETY IN CAREER/TECHNICAL CLASSES

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

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

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

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

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

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

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.83 CAREER/TECHNICAL PROGRAM EQUIPMENT MAINTENANCE, REPAIR, REPLACEMENT AND DISPOSAL

Crenshaw County School System teachers in career/technical classes are expected to keep all machines, equipment, tools, and other items needed for effective instruction in good repair. A program of preventive maintenance of machines, tools, and equipment shall be implemented to prolong the use of the items and to teach proper care and maintenance of equipment. A schedule for the cleaning, greasing, and oiling of equipment, the changing of filters, and other routine maintenance shall be developed by the teacher for all equipment, machines, and tools used in the classroom.

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

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

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

To maintain the optimum classroom learning environment, each teacher shall:

- Make students aware of the importance of the proper care of tools, equipment, furnishings, and materials at school and in the workplace.
- Maintain tools and equipment daily.
- Maintain an accurate inventory of tools, supplies, and equipment.
- Notify the principal of safety hazards and/or problems with heating, cooling, lighting, or ventilation that may interfere with learning.
- Take appropriate disciplinary actions against persons who abuse facilities and/or equipment.
- Secure tools, equipment, and work areas before leaving the class, laboratory, or shop area for any time.

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

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.84 LIVE WORK IN CAREER/TECHNICAL PROGRAMS

The Crenshaw County Board of Education recognizes live work as being a valuable tool for students in career/technical programs to assist students in developing workplace competencies as a tool for positive community relations. Live work experiences are authorized by the Crenshaw County Board of Education in career/technical classes when the following guidelines are followed.

Live work is defined as work performed by students as part of the instructional training program. This work may be performed by students at a job site or at school. All live work projects must be pre-approved by the teacher in writing and coordinated with the school principal. The career/technical education programs assume no responsibility for the results of the work being performed by students.

The person or organization for which the live work project is performed shall assume all costs of materials, supplies, and parts associated with the work performed by students. The career/technical teacher is responsible for documenting the live work through a work order, the invoicing of the person/organization for whom the work is performed, and the collection of all charges associated with the live work projects performed by students. Neither the Crenshaw County Board of Education nor the school shall receive economic benefit in excess of 20% of the cost of materials from career/technical education live work projects. School employees may not derive any benefit from live work performed by students.

REFERENCE(S): CODE OF ALABAMA 16-37-1, AAC§290-6-1-.04(5)

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: APRIL 19, 2021; FORMERLY: NEW

4.85 PLACEMENT AND FOLLOW-UP OF CAREER/TECHNICAL GRADUATES

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

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

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

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

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

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.87 TITLE I PROGRAM

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

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

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

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

Teachers paid from Title I funds are employees of the Board and are subject to the same regulations as other teachers.

REFERENCE(S): IMPROVING AMERICA'S SCHOOLS ACT OF 1994; NO CHILD LEFT BEHIND ACT OF 2001

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.89 HOMEBOUND INSTRUCTION

The Superintendent is responsible for appointing a qualified person(s) to provide homebound instruction for eligible students.

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

REFERENCE(S): CODE OF ALABAMA 16-8-8; AAC §290-060-010 (15) (k)

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

4.90 REPRODUCTION OF COPYRIGHTED MATERIALS

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

- Board employees may reproduce copyrighted materials under the provisions of the copyright laws currently in force under Title 17 of the United States Code 106.
- Any reproduction of copyrighted materials will be undertaken either with the written permission of the copyright holder or within the bounds of "Fair Use" guidelines provided in the Copyright Act. Otherwise, the individual responsible for reproduction may be liable for infringing the copyright under existing laws.
- The ethical and practical problems caused by the unauthorized copying of any copyrighted materials (printed or video) will be taught to educators and students in all schools of the School System.
- The Board in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code) hereby notifies all employees that a willful infringement of the law may result in disciplinary action. In the case of a court action for damages, a finding of willful infringement would preclude the Board paying any judgment rendered against the employee and paying any attorney's fees or costs which the employee would incur in conjunction with a lawsuit and may render the employee liable to the Board for any damages which the Board is liable to pay.

REFERENCE(S): CODE OF ALABAMA 16-8-8; TITLE 17 US CODE 106

HISTORY: ADOPTED: JUNE 13, 2013; REVISED: _____; FORMERLY: NEW

4.93 PROGRAM FOR LIMITED ENGLISH PROFICIENT STUDENTS

Crenshaw County School System within thirty (30) days of the beginning of the school year will inform a parent of identification of a student for participation in the limited English proficient program. The notification will include the following information:

- The reason for the identification of the student as limited English proficient and the need for placement in language instruction.
- The child's level of English proficiency and the method used for assessment as well as the status of the child's academic achievement.
- The method of instruction to be used in the language program and how the class differs in content, goals and method from the regular English class
- The way the program will meet the education needs of the child and build on strengths.
- The way the program will help their child learn English and meet age appropriate academic achievement standards for grade promotion and graduation.
- Specific exit requirements from the program and transition back into the regular English class.
- Services for a child with disabilities to meet objectives of the individualized education program.
- The right of parents to have their child removed from a special language program.
- Options parents have for other kinds of service if they decline enrollment in the program for limited English proficient students.

Parents will also be notified within fifteen (15) days if the system fails to make progress on the annual measurement achievement objectives. All information provided will be in a uniform and understandable format and to the extent practical in a language that parents can understand. The system will implement a parenting program that helps parents understand how they can be involved in their child's education and be active participants in assisting their children to obtain English proficiency. The parenting program will also inform parents of the state's challenging standards and the opportunity to meet regularly to make their recommendations for assisting students.

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

HISTORY: ADOPTED: JUNE 17, 2013; REVISED: _____; FORMERLY: NEW

CHAPTER 5 - STUDENTS

5.10 ADMITTANCE/ENROLLMENT REQUIREMENTS

- I. Any student who initially enrolls in the Crenshaw County School System shall be required to present the following documents:
 - A. An official birth certificate;
 - B. Social Security number (the attendance officer will assign a student number to those students who are unable to provide a social security card/number at the time of registration.);
 - C. Immunization as required for the prevention of those communicable diseases designated by the State Health Officer;
 - D. Proof of residency (copy of power bill, telephone bill, rent receipt, etc.) of the parent(s), legal custodian(s), and/or legal guardian(s); and,
 - E. Proof of legal guardianship or custody when warranted.

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

- II. Admission of transfers from non-accredited or homeschools are addressed in Board Policy 4.80 (Transfers from Non-Accredited or Home Schools).
- III. Admission may be denied a student who is over seventeen (17) years of age and who has been dismissed from previous schools for violation of the rules of the school with the exception of resident students who have current IEPs.
- IV. When a student facing some type of disciplinary action is withdrawn from school prior to receiving the punishment, said student (and his/her parent/legal guardian) is to be informed that prior to admission/readmission to any Crenshaw County school, the disciplinary action assigned must be completed. This includes any suspension, alternative program placement, work assignment, or referral to the Superintendent or Board of Education for a hearing.
- V. Kindergarten and First Grade Enrollment Age Requirements: To be eligible to enroll in kindergarten, a student must be five (5) years of age on or before September 1 of the school year. To be eligible to enroll in first grade, a student must be six (6) years of age on or before September 2 of the school year. However, a child who transfers from another state shall be admitted under the same age requirements as established in the state where he/she previously resided.

VI. Resident Students

- A. The Board defines resident students as students whose parents or legal guardians live within the jurisdiction of the Crenshaw County School System. All resident students of the school system shall be entitled to be admitted, subject to policy limitations and judicial constraints, to the Crenshaw County Schools. (for enrollment/admission requirements for non-resident students, see Policy 5.11).

VII. All children in foster care, homeless, migratory, immigrant, and limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized.

Students who live in the attendance areas of Crenshaw County School System and who are children in foster care, homeless, migratory, immigrant and/or limited English proficient shall not be prohibited from school attendance due to any of the following:

- A. Residency requirements
- B. Lack of social security number
- C. Lack of birth certificate
- D. Lack of school records or transcripts
- E. Lack of immunizations
- F. Legal custody requirements
- G. Transportation
- H. Language barriers
- I. Disabilities

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

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

- X. Resolution of Disputes: Enrollment of a homeless student shall not be denied pending resolution of a dispute. Any dispute concerning the Crenshaw County Schools providing a public education to a homeless individual, who may be eligible or designated as a homeless student, shall follow the following procedure:
- A. Upon receipt of a written complaint regarding eligibility, placement, or transportation, the parent or guardian shall be given notice of their right to review. The Homeless Liaison shall be notified of the dispute by the Director of Attendance and/or the Transportation Department. A resolution of the dispute will be facilitated by the Homeless Liaison in accordance with McKinney-Vento Act requirements as expeditiously as possible, but no later than five (5) school days. A written explanation of the decision shall be provided to the parent, guardian or unaccompanied youth by the Homeless Liaison, including a statement regarding the right to appeal to the Superintendent or Superintendent's designee. In the event the dispute cannot be resolved at the school system level, the parent, guardian, or unaccompanied youth may request a review of the dispute by an Assistant State Superintendent or other designee of the State Superintendent at the Alabama Department of Education. The Assistant State Superintendent, or other designee, will address the issues in the dispute within ten (10) days from the receipt of a written request for resolution.
 - B. The Assistant State Superintendent, or other designee, may, if the issue is not resolved in the written review, assign members of the Alabama Department of Education to make an on-site visit to further clarify and resolve the issue. All complaints must be resolved within 60 days unless given written explanation.
 - C. The State Superintendent of Education will review, hear, and rule on grievances from students or the local board of education that have not been resolved by the Assistant State Superintendent or other designee. The decision of the State Superintendent shall be final.

REFERENCE(S): CODE OF ALABAMA 16-28-4, 16-30-1 TO -4, NO CHILD LEFT BEHIND ACT OF 2001, TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT OF 2001

HISTORY:

ADOPTED: 7/25/1996

REVISED: 2/22/2017

FORMERLY: S-4, S-5, S-27, and S-38

5.10.1 VIRTUAL SCHOOL (Non-Residential Policy)

The Crenshaw County Virtual School (CCVS) will be available beginning the 2016-2017 school term for students in grades 9-12. The blended/comprehensive curriculum shall be supported by an online academic service provider to accomplish goals developed by ALSDE Plan 2020. The CCVS complies with the requirement to develop/implement a virtual school policy prior to the 2016-2017 school term. The Crenshaw County School System will accept non-residential students using the following guidelines:

Home-School

Home-School (Out-of-County) students will be admitted into CCVS by paying an out-of-district fee for participation in the Crenshaw County Virtual School Program at CCVS. The online service provider's fee and operational cost will be considered when establishing the service-fee for Home-School Out-of-County students. The home-school parent will be paying for the educational service associated with CCVS and other organizational costs.

Home-School (In-County) can, with Superintendent/BOE approval, enroll in the CCVS by paying the same cost as the out-of-county students. However, the Crenshaw County School System will consider enrollment into the Crenshaw County Schools. This will allow the student to apply for full-time enrollment into the CCVS at no-cost to the parent/guardian due to residency status. Otherwise, the student will be charged at the same fee as a non-residential home school student.

Private/Public School Students

Students enrolled in public or private schools in the state of Alabama will be allowed to take courses at a set fee for courses provided at the CCVS by our online service provider. Enrollment in individual courses will be coordinated between the student's home institution, CCVS, and the online service provider. All operation costs/fees must be paid upon enrollment for the course.

Private/Public School Contractual Services with CCVS and the Crenshaw County Schools will be possible. The Crenshaw County School System reserves the right to enter into agreements with public/private schools to offer services at a predetermined rate to provide services to multiple students within the organization's educational environment.

REFERENCE(S): CODE OF ALABAMA 16-46A-1

HISTORY:

ADOPTED: 4/25/2016

REVISED:

FORMERLY: NEW

5.17 STUDENT RIGHTS AND RESPONSIBILITIES

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

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

REFERENCE(S): CODE OF ALABAMA 16-28A-3 TITLE IX, SECTION 504, OF THE REHABILITATION ACT

HISTORY:

ADOPTED: 12/18/17

REVISED:

FORMERLY: NEW

5.18 RELIGIOUS LIBERTY

The Crenshaw County Board of Education does not discriminate against any student or parent on the basis of a religious viewpoint or religious expression in its public schools.

Student religious expressions and viewpoints are allowed in class assignments, coursework, homework and artwork in the same manner as any non-religious expression or viewpoint. Students shall not be penalized or rewarded on the basis of the religious views expressed in the schoolwork.

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

REFERENCE(S): ALABAMA LEGISLATIVE ACT 2015-129

HISTORY:

ADOPTED: 4/25/2016

REVISED:

FORMERLY: NEW

5.21 PARTICIPATION IN GRADUATION CEREMONIES

The Crenshaw County Board of Education authorizes local high school principals and appropriate staff members to design and implement graduation ceremony exercises for their respective schools. In all cases, eligibility criteria for participation in graduation exercises (marching) shall encompass the following provisions:

- Students who have met the requirements for an Alabama High School Diploma and are in good standing are eligible to participate in the graduation ceremony (marching).
- Special education students who have not met the requirements for a diploma but have met the requirements of their IEPs shall be permitted to participate in the graduation ceremony and will be awarded the Certificate of Attendance.
- Students who meet all requirements after their designated graduation date may participate in the graduation ceremony/exercise planned for an alternate time after requirements for graduation have been met.

REFERENCE(S): CODE OF ALABAMA 16-8-8

HISTORY:

ADOPTED: 12/18/17

REVISED:

FORMERLY: NEW

5.22 CLASS RANKINGS

The Crenshaw County Board of Education maintains that high schools should keep accurate records concerning class ranking of each student. This is especially important for the 12th graders since colleges and scholarship committees consider rankings in their acceptance process. Confidentiality of all records shall be respected as specified by law.

Class rankings for senior students shall be determined on a four (4) point scale as follows:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point

Class rankings shall be calculated at the end of the second term of the senior year. Calculations will be carried out four decimal places with no “rounding”.

All courses used in class rankings must have an approved course of study.

REFERENCE(S): CODE OF ALABAMA _____

HISTORY:

ADOPTED: 7/25/1996

REVISED:

FORMERLY: C-13

5.22.1 WEIGHTED CREDIT

Crenshaw County Public Schools recognizes two (2) distinct graduation tracks: Advanced and Standard

- **Advanced Core classes** and **Foreign Classes** carry a weight of 1.0.
- **Standard Core classes** are weighted at 0.0.

Beginning the 2017-2018 School-Term for Juniors and below, in addition to the Advanced and Standard graduation tracks, the Crenshaw County Schools will implement three distinct core pathways that will allow students to receive a weight of 1.5 when determining overall averages and class rankings. The following core pathways will carry a 1.5 weight:

- **Dual Enrollment** in Core Academic Areas
- **Advanced Placement Courses** taught by AP Certified Teachers
- **College Preparatory Virtual Approved Courses** Customized and Developed by Crenshaw County School Educators (system wide team).

REFERENCE(S): CODE OF ALABAMA 16-8-8

HISTORY:

ADOPTED: 7/27/2017

REVISED:

FORMERLY:

5.22.2 GRADUATION REQUIREMENTS

The Board will follow the graduation requirements adopted by the State Legislature and the Alabama State Board of Education. Students must meet all state and local graduation requirements for the awarding of a high school diploma and/or IEP Certificate of Completion to participate in the end of the school year graduation ceremony and other graduation activities.

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

HISTORY:

ADOPTED: 12/18/17

REVISED:

FORMERLY: NEW

5.22.3 HIGH SCHOOL EARLY EXIT

Only at the end of the first term of the senior year, but no earlier than the student's 17th birthday, may a student elect to exit high school early if the following criteria are met:

1. The High School Early Exit application form must be completed and on file at the school. The student must complete Section I of the form by the end of the junior year and return it to their counselor. Application forms are available at each high school.
2. The student must meet all graduation requirements.
3. The student must have completed all coursework through one or a combination of the following three methods:
 - Dual enrollment with Lurleen B. Wallace Community College
 - Credit acceleration via Crenshaw County Virtual School
 - Courses on the high school campus during the regular school day
4. The student must provide to the counselor one of the following documents before exiting high school:
 - Letter of acceptance to a post-secondary institution OR
 - Letter of acceptance to the military OR
 - Letter from employer verifying employment in the workplace.

The following guidelines should be considered as students and parents think through the High School Early Exit opportunity.

- Following the completion of Section IV of the High School Early Exit application form, the student will be considered an alumnus, and therefore, will not be permitted to participate in any extracurricular activities or re-enroll in high school.
- Students who exit early may attend prom and participate in the graduation ceremony. It is the responsibility of the student to know all deadlines and expectations for prom and graduation.
- Students who exit early will not be eligible for valedictorian or salutatorian. In addition, no high school master schedules will be adjusted to accommodate a student who wishes to exit early.

*Every child between the ages of six (6) and seventeen (17) years shall be required to enroll in school and to attend for the entire length of each scholastic year. Meeting the terms of the Crenshaw County Early Completion requirements ensures compliance of Alabama's compulsory attendance regulations.

REFERENCE(S): CODE OF ALABAMA

HISTORY:

ADOPTED: 7/18/2016

REVISED:

FORMERLY: NEW

5.23 HONOR GRADUATES

The following criteria shall determine honor graduates of Crenshaw County schools:

- All seniors with a 90 or higher weighted numerical average shall be designated honor graduates. Averages for the determination of senior honor graduates shall be calculated for seniors at the end of first semester. Calculations shall be carried to the third decimal place. The top two ranking honor graduates who have met the criteria for an advanced endorsement will be designated as valedictorian and salutatorian.
- All sixth-grade students with a 90 or higher numerical average shall be designated honor graduates. Averages for the determination of sixth grade honor graduates shall be calculated at the end of the third grading period. Calculations shall be carried to the third decimal place. The top two ranking honor graduates will be designated as valedictorian and salutatorian.
- The local school will determine how honor graduates will be recognized at the graduation ceremony.

REFERENCE(S): CODE OF ALABAMA 16-8-8

HISTORY:

ADOPTED: 7/25/1996

REVISED: 12/18/17

FORMERLY: C-13

5.26 STUDENT PROMOTION AND RETENTION

All decisions regarding the promotion and retention of a child in the elementary grades shall be made by the child's teacher(s), local school principal, and the superintendent. Each case shall be considered individually, and a decision shall be made which is in the best interest of the child. The parent of any child who is considered to be a candidate for retention shall be notified in writing no later than the fifth week of the third grading period and a conference shall be conducted to discuss reasons for possible retention. Retention for students six years old and older is not the decision of the parent.

Students in grades kindergarten through eighth grade shall be a candidate for retention if they have accumulated twenty (20) absences; students in grades nine through twelve shall be candidates for loss of academic credit if they accumulate ten absences in one semester. **ANY EXCEPTION TO THIS POLICY MUST HAVE OFFICIAL VERIFICATION (ATTENDING PHYSICIAN'S STATEMENT, ETC.) AND IS SUBJECT TO THE APPROVAL OF THE PRINCIPAL.**

At the end of the school year, teachers grade PreK-12 will note one of these four terms on each student's final report card and permanent record:

1. **PROMOTED:** Child is expected to function on grade level next year.
2. **PLACED:** Child is not expected to function on grade level in all areas next year but is being placed in the next grade for whatever reasons may exist.
3. **RETAINED:** Child is to return to the same grade next year.
4. **GRADUATED:** The child has met all requirements for graduation and will be awarded a diploma. (Applicable to 12th grade students only)

In grades 1-6, if the child is not functioning on grade level in reading or mathematics or has an overall "F" at the end of the school year, he/she may be a candidate for retention.

REFERENCE(S): CODE OF ALABAMA 16-8-35

HISTORY:

ADOPTED: 11/15/1999

REVISED:

FORMERLY: NEW

5.27 ANNALYN'S LAW-SUPERVISION OF LOW RISK JUVENILE SEX OFFENDERS

Pursuant to Annalyn's Law, the Superintendent shall be notified by local law enforcement when a low risk juvenile sex offender is enrolled or attending school within the board's jurisdiction for the purpose of appropriate supervision during the school day and during school activities.

Section 1. Definitions

In this policy, these terms shall have the following meanings:

- (a) "Plan" refers to the "individualized student safety plan" developed following the Student's adjudication and/or enrollment in the school to serve as a behavior contract between the Student and the School.
- (b) "School" refers to "all school property and school-sponsored functions including, but not limited to, classroom instructional time, assemblies, athletic events, extracurricular activities, and school bus transportation" related to the Student's current school of record.
- (c) "Student" refers to "the low risk juvenile sex offender" designated by a juvenile court judge as having a low risk of re-offense.
- (d) "Teachers and staff with supervision over the student" or "Supervision team" refers to school officials or staff who have a specific responsibility for the Student, including the school principal, the Student's assigned teachers and/or coaches, the Student's counselor, and if applicable, the Student's bus driver, during the subject school year and who will be privy to information regarding the Student's status. Teachers and staff with only passing and/or general contact with the Student shall not be privy to information regarding the Student's status.
- (e) "Victim" refers to the victim, if known by and attending the same school as the Student, of the offense for which the Student was adjudicated delinquent.

Section 2. Notification

(a) Current Students

In the event a currently enrolled Student is adjudicated delinquent and designated "low risk" by the juvenile court, local law enforcement is expected to notify the local Superintendent and principal of the Student's school in writing.

(b) Newly Enrolled Students

In the event a Student seeks to enroll in the district as a new student, and that Student has been previously designated as a low risk juvenile sex offender, local law enforcement is expected to notify the local Superintendent and principal of the Student's school in writing.

(c) Students That Change Schools Within the District

In the event a currently enrolled Student transfers to another school in the district or is promoted to another school in the district, the principal of the original school should notify designated law enforcement of the change as soon as practicable.

Following that notification, the principal of the original school should orally or in writing brief the principal of the new school regarding the original Plan and the transferring Student's status and circumstances. Regardless, the principal of the prior school must provide the Student's records and Safety Plan to the principal of the new school as soon as practicable.

The new principal should review the Plan and meet with the Student, the Student's parent or guardian, and the anticipated new Supervision Team to determine whether the current terms are sufficient or should be adjusted based on the Student's circumstances.

(d) School Staff Changes

In the event the principal or a member of the Supervision Team leaves his position or is no longer responsible for supervising the Student, a replacement team member should be named, if necessary and appropriate, and briefed by the principal or the most senior member of the Supervision Team regarding the Student's status and Plan.

The Student, his parent or guardian, and other members of the Supervision Team should be notified of changes to the Supervision Team within a reasonable timeframe.

Section 3. Plan Development and Maintenance

Upon proper notification from law enforcement, the Student's principal or designee will call together the anticipated Supervision Team to meet with the Student and/or the Student's parent or guardian to develop an appropriate Plan. This meeting should take place within 10 school days or as soon as practicable. In the event the Student's parent or guardian is unable or unwilling to meet, the principal or designee and the Supervision Team should meet with the Student within a reasonable timeframe to develop an appropriate Plan.

In the event the Victim attends the same school as the Student, the plan should include measures to reduce the likelihood of Victim and Student interaction.

The terms of the Plan and any updates to it must be memorialized in writing and approved by the principal or designee before being distributed to the Student and the Student's parent or guardian, as well as the Supervision Team.

The principal or designee should meet with the Student, the Student's parent or guardian, and the Supervision Team at least annually, but as often as deemed necessary by the principal or designee to assess the Student's status and to determine whether adjustments should be made to the Plan.

Section 4. Supervision

The Student will be subject to the general Student Code of Conduct and any other conditions deemed necessary by the principal or designee as incorporated in the Student's Plan. Members of the Supervision Team should report any suspected violations of the Plan to the principal or designee.

The school officials and staff responsible for supervising the Student on a daily basis should do so in a manner that is discrete and unobtrusive.

Section 5. Students with Disabilities

Discipline of Students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act and implementing regulations.

Section 6. Violations of the Plan

In the event the Student violates the Student Code of Conduct or the Plan, the Student may be subject to discipline pursuant to board policy and/or reassessment of the Plan's conditions.

Section 7. Challenges to the Plan

In the event the Student and/or his parent or guardian object to conditions of the Plan or the application of a sanction, a challenge must be submitted in writing to the Superintendent or his designee to consider whether adjustment of the Plan or response modification is warranted. The Superintendent's decision shall be final. A response that constitutes disciplinary action will adhere to the applicable School disciplinary policies and procedures and the Student will be afforded process due thereunder.

Section 8. Confidentiality Information received by school officials or staff related to the Student's delinquent status must be treated as confidential from other students, staff members, officials and stakeholders. Any document identifying the Student's status should be safeguarded from unintentional disclosure by the members of the Supervision Team. Any school official or school employee who improperly discloses the Student's status to any other person may be subject to school discipline and/or criminal charges as provided by law.

Section 9. Retaliation

Members of the Supervision Team should make every effort to treat the Student with the same respect and courtesy to which every student is entitled. The Team is reminded that the Student has been deemed by the juvenile court as not likely to reoffend and should be encouraged to fully integrate into the student body as a successful student. Mistreatment of any student may be cause for discipline.

Section 10. Procedures

The Superintendent shall have the authority to develop appropriate training and additional procedures for staff members in furtherance of this policy.

REFERENCE(S): Ala. Act No. 2018-528, Ala. Code § 16-1-51.1 (1975)

HISTORY:

ADOPTED: 10/21/2019

REVISED:

FORMERLY: NEW

5.28 JAMARI TERRELL WILLIAMS STUDENT BULLYING PREVENTION

Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited.

No student shall engage in nor should any be subjected to bullying, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

Section 2: Definitions

In this policy, these terms shall have the following meanings:

- a. "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:
 - Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- (b) "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
- (c) "Violence" means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- (d) "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear or harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and person communicating the threat has the ability to carry out the threat.

- (e) “Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
- (f) “Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
- (g) “Student” as used in this policy means a person who is enrolled in Crenshaw County public school system.

Section 3: Description of Behavior Expected of Students

- a. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required [1] to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; [2] to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and [3] to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- (b) Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:
 - Race
 - Sex
 - Religion
 - National origin
 - Disability

Section 4: Consequences for Violations

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

Section 5: Reporting, Investigation, and Complaint Resolution Procedures

- a. Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school’s office. The complaint must be delivered to the principal or the principal’s designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal’s designee is authorized to inform the student’s parent or guardian of the report unless at the discretion of the school principal or the principal’s designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

- (b) Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- (c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the website of the Crenshaw County Board of Education, each school office, and shall be included in the student handbook.

HISTORY:

ADOPTED: 6/10/2010

REVISED: 1/21/2016; 2/25/19; 8/22/19

FORMERLY: S-30 and S-30a

5.29 DUE PROCESS

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

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

All policies, rules, and regulations at any level shall be consistent with local, county, or city ordinances, statutes of the State of Alabama, and administrative regulations of duly authorized agencies; e.g. State Board or State Department of Education. Both policies of the Board and regulations designated by local school administrators shall be specific and precise. No Board policies or local school codes of conduct shall deny any student his/her constitutional rights.

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

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

Students, parents, citizens, teachers, and administrators should be participants in developing local school codes of conduct.

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

The degree of procedural due process afforded in each of the above situations shall be dependent upon: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.

Before being punished for violation of Board policies or school regulations, a student shall have the right of the following minimum due process procedures:

- The student shall be given oral or written notice of the charges against him;
- The evidence against the student shall be explained to him; and
- The student shall be given an opportunity to present his own version of the facts concerning the charges.

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

- The right to an administrative hearing;
- The right to be represented by an attorney and to present evidence on his/her behalf;
- The opportunity to question witnesses;
- A written record at the hearing and a written record of the decision; and,
- The right of appeal to the Crenshaw County Board of Education.

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

REFERENCE(S): CODE OF ALABAMA 16-28A-1, 16-28A-3

HISTORY:

ADOPTED: 7/25/1996;

REVISED: _____;

FORMERLY: S-33

5.30 STUDENT CONDUCT AND SUPERVISION

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

The principal or the principal's designated representative shall ensure that students are properly supervised while at school and during any school-sponsored activity. The teacher, other members of the instructional staff, bus driver, or other assigned supervisory staff shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.

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

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

- Be developed with input from Crenshaw County Board of Education members, appropriate grade level teachers, school personnel, school administrators, students, and parents.
- State grounds for disciplinary action procedures and the rights of students.
- Be filed in the Superintendent's office and in the office of the school principal.

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

REFERENCE(S): CODE OF ALABAMA 16-1-14, 16-1-24.1, 16-6B-5, 16-28-2, 16-28-12, 16-28A-3

HISTORY:

ADOPTED: 7/25/1996

REVISED:

FORMERLY: S-11 & S-40

5.30.1 CORPORAL PUNISHMENT

The Crenshaw County Board of Education permits the use of corporal punishment (paddling) under the following conditions:

- The use of corporal punishment should follow the use of other corrective measures, which have failed to improve student behavior.
- Prior to the administration of corporal punishment, the student shall be given an opportunity to explain his/her actions.
- When corporal punishment is required, it shall be administered with care, tact, and caution by the principal or his designee according to board policy. A second member of the professional staff shall be present to serve as witness and shall be informed of the reasons for the punishment prior to its being administered.
- Corporal punishment shall not be administered in the visual presence of other students.
- Corporal punishment shall not be administered in the presence of visitors.
- No teacher is allowed to administer corporal punishment without special consent from principal. Corporal Punishment must be performed by the principal and his/her administrative designee.
- Parents must give consent prior to any corporal punishment being performed and the maximum of two (2) licks should be given as a disciplinary consequence.
- Administrators will provide an alternative disciplinary consequence other than corporal punishment.
- All cases of corporal punishment shall be documented by the person administering the punishment. Included in this documentation should be written explanation of the reasons for the corporal punishment and the name of the witness.

REFERENCE(S): CODE OF ALABAMA 16-1-14

HISTORY:

ADOPTED: 12/18/17

REVISED:

FORMERLY: NEW

5.30.2 PHYSICAL RESTRAINT AND SECLUSION

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

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

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

Definitions

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

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

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

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

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

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

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

The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the

student and has sight of the student while in time-out.

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

Prohibitions

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

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

The use of chemical restraint is prohibited in the Crenshaw County School System and its educational programs.

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

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

Requirements

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

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

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

Each local school's principal or his/her designee and each educational program that utilize physical restraint shall ensure that following an incident of restraint or seclusion of a student, all school personnel

involved in the incident and appropriate administrative staff participate in a debriefing session for the purpose of planning to prevent or reduce the reoccurrence of the use of restraint. A student's parent or legal guardian will be provided notification of this debriefing session and afforded the opportunity to attend or to request that the debriefing session be rescheduled. The debriefing session shall occur no later than five school days following the imposition of physical restraint or seclusion, unless the debriefing session is delayed, at the request of a student's parent or legal guardian, so that the parent or legal guardian may attend.

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

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

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

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

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

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

Clarifications

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

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

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

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

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

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

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

REFERENCE(S): CODE OF ALABAMA 16-28-12, 16-1-14, AAC§290-3-1-.02(1)(F)

HISTORY:

ADOPTED:12/18/17

REVISED:

FORMERLY: NEW

5.31 DETENTION, SEARCH AND SEIZURE

Search of Property

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

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

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

Vehicles driven by students and parked on school property are subject to search with or without the consent of students. Students shall not be allowed to park automobiles on campus until such time that the "Acknowledgement Concerning Use of Student Parking Lots" form has been properly completed and returned to the school. Such forms shall be maintained on file at the school.

Any items which are specifically prohibited by law, by Board policy, or by fair and reasonable local school regulations may be impounded by school officials. In such cases, students shall be given a receipt for said impounded items. Such prohibited items shall include, but not be limited to the following:

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

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

The content of this policy shall be communicated to all students and staff at the beginning of each year.

Search of a Student's Person

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

1. Any such action shall not be taken unless there is a reasonable belief of violation of law or policy which can be substantiated if necessary;
2. Any such action shall not be deliberately intended to embarrass, harass, or intimidate the student(s); and
3. Parents/Guardians shall be notified, in writing, of all such searches of a student's person. A copy of said notice shall be retained by the principal.

The search of a student's person shall be with the knowledge, and under the supervision, of the principal

or his/her designee.

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

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

Detection of Illegal Drugs

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

Interrogation

A student enrolled in the Crenshaw County School System shall not be interrogated by any non-school authority (changed from "any law enforcement authority" and deleted "on public school property during regular school hours")

without the knowledge of the school principal or the assistant principal (changed from "his designee")

When law enforcement officers make it known that they wish to talk to a student while under the supervision of the school, the student will be informed by the principal or assistant principal that the student has three choices:

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

School officials will make every reasonable effort in every case to notify the parent/guardian. In those instances where a parent/guardian cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parent/guardian. Other non-school persons, with the exception of parent/guardian, shall not interview students during school hours.

(changed from: "Other non-school persons shall not interview students at school with the exception of parents or guardians or representatives of the Department of Human Resources.)

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

REFERENCE(S): CODE OF ALABAMA 16-1-14, AAC 290-030-010-06

HISTORY:

ADOPTED: 7/25/1996

REVISED:

FORMERLY: S-10 and S-10a

5.31.1 USE OF VIDEO SURVEILLANCE EQUIPMENT

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

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

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

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

REFERENCE(S): CODE OF ALABAMA 16-8-8, 16-1-24.1

HISTORY:

ADOPTED: 7/21/2003

REVISED:

FORMERLY: S-10c

5.31.2 USE OF METAL DETECTORS

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

In implementing the use of metal detectors, the following guidelines will be followed:
All metal detector searches shall be conducted by school board employees only.

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

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

REFERENCE(S): CODE OF ALABAMA 16-1-24.1

HISTORY:

ADOPTED: 12/18/17

REVISED:

FORMERLY: NEW

5.31.3 UNANNOUNCED VISITS BY LAW ENFORCEMENT

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

In accordance with the Code of Alabama, 16-1-24.1, the possession of illegal drugs, alcohol, or weapons will result in immediate suspension from school and possible criminal charges being brought against the student(s).

REFERENCE(S): CODE OF ALABAMA 16-1-24.1, AAC §290-030-010-.06

HISTORY:

ADOPTED: 1/21/2003

REVISED:

FORMERLY: S-10b

5.31.4 USE OF CANINE LAW ENFORCEMENT

In order to maintain drug-free schools and deal with problems associated with drug use and drug trafficking, the Crenshaw County Board of Education allows law enforcement officials to make periodic, unannounced visits to any public school in the school system to detect the presence of illegal drugs or weapons. The superintendent and the principal shall be given prior notice.

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

- Although reasonable cause is not necessary under law in using dogs to sniff unoccupied automobiles, buses, and lockers, principals will use reasonable care in the search process.
- Only the principal or designee with approval from the superintendent or designee shall implement the use of drug-sniffing dogs in schools.
- In the search for drugs, drug-sniffing dogs will be handled by trained dog- handlers under the supervision of the principal or designee and an appropriate law enforcement official.
- Dogs will not be allowed to sniff students or employees.
- Dogs will not be brought into the school while large numbers of students are occupying the halls or other gathering places such as lobbies, buses, cafeterias, restrooms, and auditoriums.

REFERENCE(S): CODE OF ALABAMA 16-1-14

HISTORY:

ADOPTED: 12/18/17

REVISED:

FORMERLY: NEW

5.32 DEADLY WEAPONS

It shall be a violation of the CCBOE Board Policy for any student, employee, parent, guardian or visitor to have in his/her possession a firearm or weapon of any kind on CCBOE property during regular school hours or during any school event after school hours. School property includes all buildings, grounds, athletic facilities and motorized vehicles owned or leased by the CCBOE.

This policy is in compliance with Public Law 103-382, "Improving America's Schools Act of 1994: Part F, Section 14601, Gun-Free Requirement (Gun-Free Schools Act/GFSA). For the purposes of the GFSA, a "weapon" means a firearm as defined in Section 921 of title 18 of the United States Code. According to Section 921, the following are included within the definition:

1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive.
2. The frame or receiver of any weapon described above.
3. Any firearm muffler or firearm silencer.
4. Any explosive, incendiary, or poison gas
 - a. Bomb
 - b. Grenade
 - c. Rocket having a propellant charge of more than four ounces
 - d. Missile having an explosive or incendiary charge of more than one-quarter ounce
 - e. Fireworks/pyrotechnics of any class
 - f. Mine, or
 - g. Similar device
5. Any weapon which will, or which may be readily converted to expel a projectile by the action of any explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and h a destructive device may be readily assembled.

In addition, items forbidden includes, but is not limited to, the following: knives, openers, metallic knuckles, tear gas guns, chemical weapon of device, explosive devices, including fireworks of any kind, double/triple/quadruple rings with are attached or connected in such a way that they may be used as a weapon, any items which may be used as clubs, all sharp or pointed objects designed for use as a weapon, or any other weapon, instrument or object.

Any student who is determined to have brought a weapon as defined in this policy to school, or has in his/her possession on any CCBOE property, including school buses, either at school during the regular school day or at a school-sponsored function or activity and is found in violation of the policy will be:

1. Placed on immediate suspension from school.
2. Subject to a disciplinary hearing with final disciplinary action determined by the CCBOE.
3. May be expelled from the school system for no less than one year; provided that the Board of Education, in appropriate cases, may apply sanctions less severe than expulsion for one calendar year; and provided, that in appropriate cases, such students may be expelled from the regular school setting and be provided educational services in an alternative setting.
4. Students who are expelled for violation of this policy shall not be allowed to attend regular classes in any Crenshaw County Public School during the expulsion period but may be permitted to attend alternative schools designed to provide educational services.

No school system employee shall be permitted to have in his/her possession a firearm or weapon on CCBOE

property during regular employment hours or during any school function or activity. This function or activity may be on or off CCBOE property after school hours or at any other time when an employee's presence can be reasonably related to school or school functions

Personnel found in violation of the policy will be:

1. Placed on immediate suspension from employment pending an investigation.
2. Referred to appropriate law enforcement or criminal justice authorities.
3. Final disciplinary action will be determined by the Board of Education based on the circumstances of the offense.

Parents/Guardians and other persons are prohibited from bringing firearms or other weapons on CCBOE property any time or to any school system function or activity. Items forbidden include, but are not limited to, those previously listed. If found in possession of a weapon, persons will be:

1. Asked to vacate school property immediately.
2. Placed on immediate suspension from visitation or attendance at any school, or school system function or activity.
3. Authorized law enforcement personnel are excluded from provisions of this policy.

The school principal shall notify the superintendent or his/her designee of violations of this policy. Further, the superintendent or his/her designee shall report suspected violations to the appropriate law enforcement authority, which may include county/city/town law enforcement, and the Crenshaw County District Attorney. In addition, the school principals shall notify the parents of students who violate this policy. Any student determined by school authorities to have brought a weapon or firearm as defined by the above policy shall be referred to the criminal justice or juvenile court system.

Notice of this policy shall be made by posting at all CCBOE owned property, in the system handbook/code of student conduct, the system website, and cable information station.

REFERENCE(S): CODE OF ALABAMA 16-1-24.3, 16-28-6, 16-28-40; LEGISLATIVE ACTS 94-820 and 94-817

HISTORY:

ADOPTED: 7/31/1995

REVISED: 1/21/2003

FORMERLY: S-34

5.33 EXPULSION

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

- Notify, in writing, with a copy to the Superintendent, the student and parent/legal guardian of the action taken, and the additional disciplinary action recommended and the cause or causes for such action and recommendation.
- Furnish (within three days) to the student written notice of the due process hearing at the Central Office. The notice shall contain:
 - Date, time and place of hearing;
 - A statement of facts alleged against the student and proposed disciplinary action;
 - The student's right to be represented by an advocate of his/her choice, including legal counsel; and,
 - The student's right to present evidence, call witnesses and cross-examine adverse witnesses.

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

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

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

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

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

Expulsion is defined as the removal of the right and obligation of a student to attend public school under conditions set by the school board. The principal has the final authority to recommend the expulsion of a student to the Superintendent's office. Students who receive an expulsion are not allowed on the premises of the Crenshaw County School System during the duration of the expulsion. School officials are required to contact law enforcement agencies for students who violate the terms of the expulsion. Students who do not follow the terms of the expulsion will be considered as trespassers by the Crenshaw County School System.

REFERENCE(S): CODE OF ALABAMA 16-1-14

HISTORY:

ADOPTED: 12/18/17

REVISED: _____ FORMERLY: NEW

5.33.1 STUDENT GRIEVANCES

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

Definitions

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

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

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

Day shall mean a school/academic day.

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

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

Complaint Procedure

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

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

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

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

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

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

HISTORY:

ADOPTED: 12/18/17

REVISED:

FORMERLY: NEW

5.34 STUDENT CHECK-OUT

Students will be allowed to check out from school with parent/guardian or emergency contact designee coming to the school to sign them out. To pre-arrange a check-out, a parent/guardian may come to the office prior to the student's check-out time in order to sign the student out. Photo verification of parent/guardian is required in compliance with our school safety plan. It is requested that no check-outs occur after 2:30 pm due to heavy traffic. Make-up work policy will be in effect for those check-outs that are considered excused.

If the person requesting the release of the student is a person other than the parent/guardian having custody of the child, the principal or designee concerned shall not release the child without the verified authorization of the parent/guardian who has custody of the child.

REFERENCE(S): CODE OF ALABAMA 16-8-8, 16-28-12 TO -28

HISTORY:

ADOPTED: 7/25/1996

REVISED: 12/18/17

FORMERLY: S-8

5.40 STUDENT ATTENDANCE AND ABSENCES

Section 16-28-12 of the Code of Alabama, 1975, requires that:

“Any parent/guardian who enrolls a student in school will be responsible for the students’ regular attendance and proper conduct. Also, parent/guardian who fails to compel each child to regularly attend and to properly conduct himself/herself as a pupil, shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$100.00 and may also be sentenced to hard labor for the county for not more than 90 days.”

1. Absence from School

The Crenshaw County Schools would like to remind all stakeholders that exemplary student attendance is essential to academic success. There is a direct correlation between attendance and academic excellence. Therefore, we encourage parents and legal guardians to emphasize with our students the need to have exemplary attendance to ensure positive academic growth.

All student absences shall be designated as either excused or unexcused. The following reasons shall be accepted in classifying excused absences:

1. Student Illness
 2. Inclement weather – Approved by principal only
 3. Emergency condition defined by superintendent or principal
 4. Death of immediate family member
 5. Legal quarantine or circumstances
 6. Permission of principal and consent of parent
 7. Medical appointments.
- Students should return to school with a notice from physician excusing absence. Students should follow the procedures provided by school administration and teachers.

The parent or legal guardian is responsible for requiring the student under his/her control to attend school regularly. If a child between six and seventeen becomes truant, the parent or legal guardian of the child may be charged with a misdemeanor and if found guilty, subject to punishment by law. (Section 16-28-12, Code of Alabama)

2. Make-Up Work

Students absent for any excused reason shall be allowed to make-up work at an appropriate time, as determined by the individual teacher. The responsibility for make-up work rests with the student. Make-up work shall be arranged within three (3) days after the student returns to school. The period for make-up work may be extended in cases involving prolonged, excused absences.

3. Excessive Excused Absences

1. A kindergarten student less than six (6) years of age, who accumulates more than twenty (20) absences may be withdrawn from the roll for the remainder of the school year.
2. A student in grades K-8 who accumulates more than twenty (20) absences per course during the school year may be denied promotion.
3. A student in grades 9-12 who accumulates more than ten (10) absences in any credit bearing course may be denied credit.
4. A student may be denied a learner's permit and/or a driver's license or have an existing permit/license revoked for excessive unexcused absences.

ANY EXCEPTION TO THIS POLICY MUST HAVE OFFICIAL VERIFICATION (ATTENDING PHYSICIAN'S STATEMENT ETC.), AND APPROVAL OF THE PRINCIPAL.

4. Absence to Participate in Educational Trip

- I. A parent or guardian may request, in writing, to the superintendent, prior to the trip, that his or her child be excused from school to participate in an educational trip. The superintendent will render a decision on an individual basis.

5. Parent Excused Absences

- I. State law requires parent/guardian to explain the reason for any absence of a student under their control of supervision. The parent/guardian must submit a written statement explaining the reason(s) for the absence within three school days after the student returns to school. If a written statement has not been received within the three (3) day period, the student's absence will be considered unexcused. A student may accumulate five (5) parent excused absences per semester. Any more than five (5) excused absences will require a written statement from a doctor or principal approval, or the absence will be considered unexcused.

6. Tardiness

This policy applies to any tardiness to school and all classes.

- I. First, second, and third tardies require no disciplinary action.
- II. Tardy number four (4) will result in one (1) day In-School Suspension (ISS) or corporal punishment.
- III. Tardies five (5) through seven (7) will result in one day of ISS for each tardy.
- IV. The eighth (8) tardy will result in a three-day suspension. The parent/guardian will be notified prior to the date the suspension is to begin. (During the first or second day of suspension the student's parent/guardian may be required to meet with the principal or his/her designee. If this meeting is successful, it may be possible for the student to return to school the next day.)
- V. Tardies numbers nine (9) through eleven (11) will result in one day of ISS for each tardy.
- VI. Tardy number twelve (12) will result in a three (3) day suspension. (During the first or second day of suspension the student's parent/guardian may be required to meet with the principal or

his/her designee. If this meeting is successful, it may be possible for the student to return to school the next day.)

- VII. Tardies numbers thirteen (13) through fifteen (15) will result in one day of ISS for each tardy.
- VIII. Tardy number sixteen (16) will result in a three-day suspension. (Parent/Guardian must attend a meeting with the superintendent or his/her designee.

The principal is encouraged to develop numerous disciplinary actions to correct misbehavior or encourage student understanding. Therefore, the principal has discretion to implement a board approved school based disciplinary action plan that supersedes the above policy.

Early Warning Program

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

REFERENCE(S): CODE OF ALABAMA 16-28-2.2, 16-28-12 TO -15, LEGISLATIVE ACT 2009-564

HISTORY:

ADOPTED: 12/18/17

REVISED:

FORMERLY: NEW

5.41 COMPULSORY SCHOOL ATTENDANCE AGE

Every student residing in the area served by the Crenshaw County School System between the ages of six (6) and seventeen (17) years shall be required to attend a state-approved school for the entire length of the school term in every scholastic year. Every student must attend the entire length of each school term through the day preceding the seventeenth (17th) birthday. Students of school age not known to be enrolled in school shall be reported to proper authorities. An accurate record of attendance for each student shall be maintained by the classroom or homeroom teacher or other designated person.

REFERENCE(S): CODE OF ALABAMA 16-28-2.2, 16-28-12, 16-28-3, 16-28-4,

HISTORY:

ADOPTED: 12/19/2011

REVISED:

FORMERLY: S-2

5.41.1 SCHOOL AGE

It is the policy of the Board in accordance with Alabama statutes, that a child must be six years on or before September 1 in order to be admitted to elementary school for that school year. Underage children transferring from out-of-state schools may be admitted at the Board's discretion.

Kindergarten

A child must be five years of age on or before September 1 or the date on which school begins to be admitted to kindergarten in the Crenshaw County Public Schools for that school year. Such child must be a bona fide resident of and living within the School District's jurisdiction.

First Grade

A child must be six years of age on or before December 31 to enroll in first grade in the Crenshaw County Public Schools for that school year.

Students over twenty-one

If a person is twenty-one years of age on or before September 2 of a particular school year, they shall not be admitted to a Crenshaw County School without approval of both the principal of the school and the Superintendent of Schools.

REFERENCE(S): CODE OF ALABAMA 16-23-4, Act #2016-297

HISTORY:

ADOPTED: 7/25/1996

REVISED:

FORMERLY: S-3

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

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

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

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

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

REFERENCE(S): CODE OF ALABAMA 16-28-40 to -45, LEGISLATIVE ACTS 93-368 AND 94-820

HISTORY:

ADOPTED: 12/18/17

REVISED:

FORMERLY: NEW

5.43 TRUANCY

Procedures for Unexcused Absences: Early Warning Truancy Prevention/Truancy Policy

A parent, guardian, or other person having charge of any student officially enrolled in Alabama Public Schools (K-12) shall explain, in writing, the cause of any and every absence of the student no later than three (3) school days following the student's return to school. A failure to furnish such explanation shall be evidence of the student being truant each day he/she is absent. The student whose absence is not excused, is not entitled to make-up instructional work or tests within the framework of the regular classroom. The student shall also be deemed truant for any absence determined by the principal to be unexcused based upon the Alabama State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute truancy for the purpose of filing a petition with the Alabama court system. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

- I. First Truancy/Unexcused Absence (Warning)
 - a. Parent/Guardian shall be notified by the school principal or his/her designee that student was truant, and date of the truancy shall be provided.
 - b. Alabama's Compulsory School Attendance Law is outlined below. Parents/guardians shall be advised of the penalties that can be applied and the procedures that shall be followed in the event other unexcused absences occur.
- II. Fifth (5) Unexcused Absence (Conference)
 - a. The parent, guardian, or person having control of the child shall (1) attend a conference with attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
 - b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made if, and only if, an emergency exists.
 - c. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Alabama (1975), 16-28-12 (c) (failure to cooperate), or shall result in truancy status for the student; whichever is deemed appropriate by the court.
- III. Seven – Ten (7-10) Unexcused School Days (Court)
 - a. File complaint/petition against the child and/or parent/guardian, if appropriate.
- IV. Child under Probation
 1. The school attendance officer should be notified by the juvenile probation office of all children in the school system under probation supervision by the juvenile court as consistent with the statute, Code of Alabama (1975). 12-15-100 and 105.

Excessive absences as described in the Crenshaw County Code of Student Conduct may result in a loss of academic credit and/or retention for the current school year.

REFERENCE(S): CODE OF ALABAMA 16-28-14, 16-28-15, 16-28-17

HISTORY: ADOPTED: 7/25/1996; REVISED: 12/18/17; FORMERLY: S-28

5.44 TRAVEL POLICY FOR STUDENT DRIVERS

The Crenshaw County School System makes every effort to provide adequate transportation for all academic, athletic, and extracurricular activities. There are situations that students will be allowed to drive to campuses for academic reasons. The Crenshaw County School System is committed to providing transportation for our students. However, students can drive to campuses to accomplish academic purposes. Campuses include, but are not limited, to the following:

- Lurleen B. Wallace Community College
- Crenshaw County School Board Office (Central Office – Virtual School)
- Crenshaw Community Hospital
- McArthur Technical Campus of Lurleen B. Wallace College

For students to receive permission to drive, parents must complete and sign a parent permission form to allow students to drive to specific campuses. Forms will be available in the office of the school where the student attends. School officials will take measures to ensure that student drivers are permissible for the specific campuses.

REFERENCE(S): CODE OF ALABAMA 16-28

HISTORY:

ADOPTED: 8/21/2016

REVISED:

FORMERLY: NEW

5.45 ALCOHOL, ILLEGAL DRUGS AT SYSTEM ACTIVITIES

It shall be the policy of the Crenshaw County Board of Education that the school principal or authorized official of the school shall automatically suspend any student found in possession of, or in the act of using:

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

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

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

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

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

REFERENCE(s): CODE OF ALABAMA 16-1-2, 16-1-10, 16-1-14

HISTORY:

ADOPTED: 7/25/1996

REVISED: 1/21/2003

FORMERLY: S-16 & S-17

5.60 STUDENT INJURY

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

REFERENCE(S): CODE OF ALABAMA 16-8-8, 16-9-13

HISTORY:

ADOPTED: 12/18/17

REVISED:

FORMERLY: NEW

5.62 ADMINISTRATION OF MEDICATION

Each Crenshaw County School System school principal along with the school nurse shall designate a staff member(s) to administer medications. The Medication Assistants shall be monitored at least once per semester. In addition, a review of skills should be conducted at least once per semester.

Instructions on using a prescription shall be provided by a physician and described on the medication container provided by the physician or pharmacist. Written instructions on using non-prescription medication shall be provided by the student's parent(s)/legal guardian. The School Medication Prescriber/Parent Authorization (PPA) shall be completed on all prescription and non-prescription medications. A prescriber signature is required only with prescription medication.

All medications shall be delivered to the office by a parent/guardian with the following information provided:

- Diagnosis
- Reason for giving medication
- Name and purpose of medication
- Time the medication is to be given
- Specific instructions on the administration of the medication
- Approximate duration of medication
- Beginning date – Ending date
- Allergies
- Side effects
- PPA signed by the student's parent(s)/legal guardian to grant permission for administering the prescription medication

It is recommended that prescription medication be counted by the school nurse and the parent/guardian with signatures confirming the amount of medication received. In the event that a parent is not present, an administrator may sign along with the nurse to confirm the medication count. The first dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction. Prescription medication shall be stored in a secure place under lock and key with the student's name attached. Only authorized Crenshaw County School System staff members that administer said medication shall have access to it. A record shall be maintained on each student who receives a prescription medication during school hours, including the time each dose of prescription medication was administered.

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

HISTORY:

ADOPTED: 7/25/1996

REVISED:

FORMERLY: S-18

5.64 EYE PROTECTION DEVICES

Some instructional programs require the use of eye protection devices. The principal shall direct such teachers to continuously follow procedures without exceptions. The Crenshaw County Board of Education shall provide protective devices for Board employees, students, and visitors during activities that require eye protection.

The student shall be required to wear the eye protection device as directed by the teacher when engaged in activities where eye protection is needed. The student's failure or refusal to wear the device shall be cause for his/her suspension or dismissal from the course. Any Crenshaw County School System teacher who fails to carry out the provisions of this policy shall be charged with willful neglect of duty and shall be reported to the Superintendent or designee for such action as deemed appropriate.

REFERENCE(S): CODE OF ALABAMA 16-1-7, 16-8-8

HISTORY:

ADOPTED: 12/18/17

REVISED:

FORMERLY: NEW

5.68 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only applied to victims who are unconscious, not breathing and showing no signs of circulation, such as normal breathing, coughing, or movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

An AED will be maintained on the premises of each school in the Crenshaw County School System. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. The lead school nurse will be responsible for coordinating the AED program, communicating with appropriate local physicians and/or emergency medical service providers, and for advising the Superintendent in developing, implementing, and publishing procedures and guidelines for AED use in school system facilities.

Authorized personnel who have successfully completed appropriate training and/or any volunteer responder who has successfully completed an approved CPR/AED training program and has a current course completion card are authorized AED users.

School system office personnel are responsible for receiving emergency medical calls from internal locations and deploying the school nurse and/or AED/CPR-trained staff members to the location of the emergency. EMS (911) will be contacted by a member of administration, school nurse, or AED/CPR trained staff members if required.

Initial training in CPR/AED use will be conducted through the American Red Cross or American Heart Association. Designated staff members will renew CPR/AED training as recommended by the certifying agency. Training records will be maintained in the school nurse's office.

REFERENCE(S): CODE OF ALABAMA 16-11-12, LEGISLATIVE ACT 2009-754

HISTORY:

ADOPTED: 12/18/17

REVISED:

FORMERLY

5.70 DATA COLLECTION AND STUDENT RECORDS

Crenshaw County Board of Education rules and procedures for maintaining student records and data shall be consistent with Alabama statutes, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act (FERPA) and Privacy Rights of Parents and Students.

The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community. Data shall be protected from unauthorized use at all times.

Student records and data shall be submitted to the Alabama State Department of education, to law enforcement, to parents/guardians, and/or to students according to established Alabama statutes. See Policies 5.71 Directory Information and Policy 8.80 Records Retention and Disposal for additional information about student records and information.

Publications from the office of the Superintendent describing FERPA rights and regulations shall be disseminated annually.

REFERENCE(S): CODE OF ALABAMA 63-1-3, 16-1-4; FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

HISTORY:

ADOPTED: 7/25/1996

REVISED: 11/1/2015

FORMERLY: NEW

5.71 DATA GOVERNANCE

The Superintendent is authorized to establish procedures governing the storage, use, and sharing of data maintained electronically by the school system. Such procedures shall comply with applicable state and federal law and shall include provisions for data security (including physical security measures), access controls, quality control, and data exchange and reporting (including external data requests, and third-party data use). Nothing in this policy or in any procedures authorized hereunder creates or expands any entitlement to confidentiality of records beyond that which is established by law or specific Board policy. Any unauthorized access, use, transfer, or distribution of Board data by any employee, student, or any other individual may result in disciplinary action (up to and including termination for employees) and other legal action.

REFERENCE(S):

HISTORY:

ADOPTED: 12/15/17

REVISED:

FORMERLY: NEW

5.71.1 DIRECTORY INFORMATION

Student's parent(s)/legal guardian(s) shall be notified annually Crenshaw County Board of Education may release "directory information" to the general public.

- I. Directory information may include the following data about a student:
 - A. Name;
 - B. Address;
 - C. Telephone number, if listed;
 - D. Participation in officially recognized activities and sports;
 - E. Weight and height, if an athletic team member;
 - F. Name of the most recent school or program attended;
 - G. Dates of attendance at schools in the system and degrees and awards received.
- II. Information described in subsections I. A., D., E., F., and G. herein may be published routinely by the Crenshaw County Board of Education in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.
- III. Directory information shall not be published when the student's parent(s)/legal guardian submits written notification to the principal prior to September 1, or within ten (10) school days after the student enrolls. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information.

***REFERENCE(S): CODE OF ALABAMA 16-8-8
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, SECTION 99.37***

***HISTORY:
ADOPTED: 11/16/2015
REVISED:
FORMERLY: NEW***

5.72 PARENTAL NOTIFICATION

In compliance with the Parents' Right to Know provision of the No Child Left Behind Act, Crenshaw County School System employees will notify the parents of each student attending any school receiving funds under Title I, Part A, Section 1111(h)(6), Section 1112(g) and Title III, Section 3302, upon request, regarding the professional qualifications of the student's classroom teachers. The information will include, at a minimum, the following:

- A. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- B. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- C. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher;
- D. The field of discipline of the certification or degree; and
- E. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Crenshaw County School System personnel will provide additional information, as prescribed by the regulations, on teachers who do not meet the "highly qualified" provisions of the No Child Left Behind Act by the deadlines prescribed by the state.

The Crenshaw County School System will provide information to the parents of each child on the child's level of performance on the state assessments. This information will be provided in a timely manner, in an understandable and uniform format, and to the extent practicable, in a language that the parents can understand.

REFERENCES: CODE OF ALABAMA 16-8-8, 16-12-3; NO CHILD LEFT BEHIND ACT OF 2001

HISTORY:

ADOPTED: 1/21/2003

REVISED: 2/22/16, 3/24/2016

FORMERLY: S-41

5.73 PARENT INVOLVEMENT

The Crenshaw County Board of Education is committed to the goal of providing a quality education for every child in the system. Research has proven that when schools and parents form strong partnerships, all children's potential for academic success improves significantly. In accordance with the Elementary and Secondary Education Act, Title I Part A, Section 1118, all parent involvement programs, activities and procedures will be planned and implemented using meaningful consultation with parents of participating children and follow all requirements of the Title I regulations. The Local Education Association (LEA) and the schools in the system will establish objectives, programs, strategies, and activities that enhance parent involvement and reflect the specific needs of students and their families.

The LEA will involve parents in the development of Title I School-Wide Plans at each school, in the development of the Federal Programs Consolidated Plan, and in the process of school review and improvement if and when a school is identified for Title I school improvement. The LEA also supports the development, implementation, and evaluation of a parent involvement plan in each school, which will involve parents at all grade levels in a variety of roles.

Although most objectives, strategies, and activities are planned at the local schools, others are addressed system wide. The LEA will provide coordination of funding, technical assistance and other support necessary to assist the schools in planning and implementing effective parental involvement. Representatives from the LEA will:

- (1) work closely with the school's parent involvement committees, the faculty and staff at each school, and the school's Title I School-Wide Committee to ensure that local, state and federal guidelines are addressed;
- (2) schedule ongoing in-service sessions to educate teachers and support personnel on methods, strategies, and activities to improve parental involvement;
- (3) work cooperatively with community agencies and businesses in order to form partnerships which will encourage parental involvement and services to families;
- (4) provide parenting education classes, family literacy classes, workshops, and professional training for parents;
- (5) provide parent materials, supplies, and curriculum; and
- (6) provide a system-wide committee of parents, teachers, and administrators to guide the LEA's overall parental involvement efforts.

The parent involvement program will be comprehensive and collaborative in nature and will include, but not be limited to, the following objectives:

- A. Provide opportunities for all parents to become involved in decision-making about how the parent/family involvement programs will be designed, implemented, evaluated and revised;
- B. Promote activities and programs for families to become involved in the educational process in order to provide academic assistance at home and at school;
- C. Promote and support parenting skill instruction;
- D. Utilize a variety of communication tools on a regular basis to facilitate effective home/school communication;

- E. Link parents to programs and resources within the community that provide services to families;
- F. Provide professional development and in-service for teachers and staff to enhance their effectiveness with parents;
- G. Disseminate information on discipline procedures, assessments, school reforms, safety, curriculum, policy, etc. to parents in a timely manner;
- H. Support administrative leadership in setting expectations and creating a climate conducive to parental participation;
- I. Support involvement of parents of children at all ages and grade levels;
- J. Recognize diverse family structures, circumstances and responsibilities, including cultural differences, and work to eliminate barriers that hinder participation in parent/family involvement programs;
- K. Assess the effectiveness of parental participation activities, strategies, programs, and policy and parenting education classes in the improvement of schools; and
- L. Report and use evaluation findings to revise the school-level parent involvement plans and the system-wide parent involvement policy in order to effectively improve student academic achievement, the social and emotional welfare of students, and the school's educational environment.

Parental involvement at each school will also be encouraged during Open House, Parent Visitation Day and Grandparents Day. The following activities and others will be utilized to provide parental involvement in the system: parent surveys, parent compacts, discussion groups, parent newsletters, parenting classes, home visits, Statewide Parenting Day, "make and take" workshops, PTA meetings, parent/teacher conferences, timely notification to parents of students who are experiencing difficulties, volunteer programs, and Parent Resource Center.

Prospective students and parents will be given an opportunity to visit a school before enrollment. Students and parents will be assisted in making a transition from preschool to kindergarten, elementary to middle, or middle to high school by being invited to attend activities including: 1) tour of the school, (2) orientation programs, (3) PTA Open House, (4) special programs, (5) workshops, and (6) a summer program for preschool students and their parents for transitional activities at the elementary schools. The system works closely with the countywide Head Start Program, and a great amount of collaboration exists between Early Intervention, Kindergarten, and Head Start Programs.

Presently, there are no identified neglected or delinquent children, limited English proficiency students, homeless or immigrant students who reside within our LEA. Should any of these programs become needed, parental involvement activities will be coordinated and integrated with other educational services at the LEA or school level. A plan has been developed and services are ready to be provided and coordinated through the office of the Supplementary Services Coordinator.

It is the position of the Crenshaw County Board of Education that all persons will be afforded equal access or participation on the basis of selection criteria included in the law. This includes gender, race, religion, national

origin/ethnic group, color, disability, or age. Beyond those types, the Crenshaw County School System assures that all parents will be given equal access to parental involvement programs. Any instance to the contrary will be thoroughly investigated by the superintendent's office and resolved in a timely manner to the advantage of any qualifying person.

The Crenshaw County Board of Education acknowledges that involving parents is essential to improving student achievement and will work to foster and actively support parental involvement.

REFERENCE(S): CODE OF ALABAMA 16-8-8, NO CHILD LEFT BEHIND ACT of 2001

HISTORY:

ADOPTED: 7/25/1996

REVISED:

FORMERLY: S-37

5.80 CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The Crenshaw County Board of Education requires that all co-curricular and extracurricular activities within a school be teacher and school sponsored. A special effort should be made to provide each student the opportunity to participate in appropriate co-curricular and extracurricular activities. Each staff member is expected to assume a reasonable share of the various responsibilities pertaining to the sponsorship of co-curricular and extracurricular activities.

All school sponsored activities such as clubs, newspaper and annual staffs, student councils, bands, cheerleading squads, and athletic teams are classified as extracurricular and subject to the requirements of this policy.

Eligibility: To participate in extracurricular and/or co-curricular activities, a student must meet the requirements of the “Academics First” policy as set forth in the Administrative Code of the State Board of Education. Students ineligible for extracurricular or co-curricular activities according to the “Academic First” requirements are also ineligible to participate in practice sessions, meetings, or preparatory events associated with extracurricular or co-curricular activities.

A student suspended from school for violation of the Crenshaw County Code of Student Conduct is also suspended from all school sponsored extracurricular activities and out- of-school practice sessions until that suspension has been lifted.

Participation in co-curricular and/or extracurricular activities is limited to students that are currently enrolled in the Crenshaw County School System.

The Crenshaw County Board of Education prescribes the following regulations for eligibility by students in this school system to participate in all extracurricular activities.

1. Students entering grades ten (10) through twelve (12) must, for the immediately preceding school year, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, Science, Social Studies, and Mathematics.
2. Physical education may count as only one (1) unit per year or two (2) units under a block schedule.
3. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. Eligibility shall be determined on the first day of the school year and shall remain in effect for one (1) complete school year. A student may not become eligible after school begins, unless approved by the AHSAA, superintendent and principal at the school of the student-athlete. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association (AHSAA) for sports and rules to be developed by the CCBOE as they pertain to other extracurricular activities.
5. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including credits earned in summer school. Summer school units passed may be substituted for regular schoolwork repeated in computing the 70 averages.
6. Each eligible student involved in athletics must meet the definition of a regular student as defined by the AHSAA.
7. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4)

core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.

Students in grades eight (8) and nine (9) must, for the immediately preceding school year have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in grades 9-12.

Students promoted to the seventh (7) grade for the first time are eligible.

Extra-curricular activities associated with athletics are defined as those recognized and sanctioned by the AHSAA, and other extra-curricular activities are defined as those that are sanctioned by a public school, which are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each extra-curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and the local Board of Education for approval. Each request for full participation by all students, regardless of academic standing, in an extracurricular activity shall be granted if the principal, superintendent, and the local Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association. Notwithstanding anything to the contrary in this policy, student participation in extracurricular activities offered by the school through math, science, band, choral music and other courses at events such as athletic events (pregame, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc. are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

REFERENCE(S): CODE OF ALABAMA 16-8-8, 16-12-3, AAC 290-3-1-.02(17)

HISTORY:

ADOPTED: 7/25/96

REVISED: 12/18/17

FORMERLY: S-22, S-29

5.90 ACCEPTABLE USE OF COMPUTER TECHNOLOGY AND RELATED RESOURCES

Crenshaw County will be offering access to the Internet along with a wide range of educational software through computers. Each student must obtain parental permission as verified by the signatures on the attached form.

Computer Use

All student use of computers must be in support of education, research, or business application consistent with the educational objectives of Crenshaw County Schools.

Expectations

Students are responsible for appropriate behavior while using the computers. Additionally, students are responsible for their actions while using the equipment and the resources. **Use of computers is a privilege, not a right, and may be revoked if abused.** Vandalism of equipment or programs will result in punishment as defined in the school conduct policy.

User Rights/Privileges

All users have certain privileges and rights. Infringement of or disrespect of the rights of others may result in the loss of computer privileges and/or disciplinary actions. These rights may include:

- Privacy – All communication over Board equipment or facilities is the property of Crenshaw County Schools. All messages and files created, sent, or retrieved over the Board equipment or facilities are the property of the Board. The Board reserves the right to access and monitor all messages and files on Board equipment or facilities. Students shall have no expectation of privacy with regard to such data.
- Safety – Any user who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher.
- Intellectual freedom – Any statement of personal belief is implicitly understood to be a representative of the author's point of view and not that of the school.
- Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior.
- Equal access – All users will be granted free and equal access to the computers.

Guidelines

- a. Students should be prepared to be held accountable for their actions. Exemplary behavior is expected from all users at all times.
- b. Students should not use a computer or the Internet to hurt, harass, attack or harm other people or their work.
- c. Students will be held responsible for any damage to the computer or network and will be subject to disciplinary actions. This includes physical damage or damage to programs or operating system.
- d. Students should not commit or attempt to commit any willful act involving the use of the network which disrupts the operation of the network within the school system or any network connected to the Internet including the use or possession of computer viruses.
- e. Students should not change any settings on the computer, i.e. control panel or resolutions.
- f. Students should not use the Internet for illegal activities, i.e. threats, instruction on how to perform an illegal act, any form of pornography, drug dealing, purchase of alcohol or prescription drugs, gang activities, etc.
- g. Students should not install any software that has not been approved by a teacher or school administrator. Downloading unauthorized files to obtain games, music, movies, programs, or other electronic media is prohibited.

- h. Students should not violate copyright laws. Students should not use or possess any software which has been downloaded or is otherwise in the user's possession without the appropriate registration of the software including the payment of any fees owing to the owner of the software.
- i. Student should not transmit e-mail through an anonymous remailer.
- j. Students should not view, send, re-transmit or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
- k. Students should not reveal his/her personal information, or the personal information of others, such as, address, phone numbers or credit card.
- l. Students should not access other students' work, folders or files.
- m. Students should not re-post non-academic personal communications without the original author's prior consent.
- n. Students should not load or install backgrounds, themes and screensavers. Changing the appearance of the desktop is strictly prohibited.
- o. Students should notify an adult immediately if they encounter materials that violate the school code of conduct.
- p. Students should not use an alternate Internet service provider, such as AOL, Alaweb, CompuServe, etc. within the Crenshaw County School's internal network unless expressly authorized by the Superintendent of Superintendent's designee and properly protected by a firewall, other appropriate security device(s) and appropriate filtering software. Student's personal computers may not be connected to the school network.

REFERENCE(S): CODE OF ALABAMA 16-8-8, 16-13-231; CHILDREN'S INTERNET PROTECTION ACT (Public Law 106-554)

HISTORY:

ADOPTED: 1/26/1998

REVISED: 8/15/2005

FORMERLY: S-35

5.91 CELL PHONE USE

The Crenshaw County Board of Education allows the student to use electronic devices, including cellular phones and other mobile devices for instructional purposes only under the direct supervision of school system staff. Students involved in before or after school academic programs shall observe school hour rules during these programs.

Student use of cellular phones/electronic communication devices shall be allowed on school buses provided they are not causing any disruption. Photos/videos/recordings may not be taken on the bus utilizing camera phones or other type imaging products due to student confidentiality regulations and safety concerns. Violations on regular bus routes shall be referred by the bus driver to the principal or designee of the school that the student attends.

The school/school system is not responsible for the loss, damage, or theft of any electronic device brought to school or to a school event. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual or suspected violation of the law, of Board policy, of the code of student conduct, or of other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

Violators of this policy shall be subject to disciplinary action. Specific disciplinary consequences shall be stated in student handbooks provided to students at each school.

REFERENCE(S): CODE OF ALABAMA 16-1-27; LEGISLATIVE ACT 89-953; P.1880, §1, LEGISLATIVE ACT 2006-530, §1

HISTORY:

ADOPTED: 12/18/17

REVISED:

FORMERLY: NEW

CHAPTER 6 – HUMAN RESOURCES

6.10 EQUAL OPPORTUNITY FOR EMPLOYMENT

The Crenshaw County Board of Education recognizes that an effective educational program depends on the quality of the personnel employed in the system. Therefore, every effort shall be made to employ the most qualified personnel available. Applicants for position will be selected on the basis of their qualifications, merit, and ability. No person shall be denied employment, re-employment, advancement, or evaluations, nor shall be subjected to discrimination on the basis of sex, age, marital status, race, religion, national origin, ethnic group or disability.

All personnel shall be appointed or re-appointed as prescribed by federal law, Alabama law and in conformance with applicable State Board of Education and Crenshaw County Board of Education rules.

The Superintendent is directed to develop appropriate employment procedures governing the recruitment, screening, selection, appointment and employment of all Crenshaw County School System personnel. Employment qualifications and other criteria will be listed in job descriptions for each position within the school system.

Any complaint of discriminatory practices or any noncompliance with Title IX requirements should be registered with the Coordinator of Title IX Activities.

REFERENCE(S): CODE OF ALABAMA 16-8-23, 16-9-23, 16-9-24; CIVIL RIGHTS ACT OF 1964 AND AMENDMENTS; SECTION 504 OF THE REHABILITATION ACT OF 1973, AMERICANS WITH DISABILITIES ACT OF 1993; TITLE IX OF EDUCATION AMENDMENTS OF 1971

HISTORY:

ADOPTED: JULY 25, 1996;

REVISED: JUNE 18, 2012;

FORMERLY: GP-1

6.11 EMPLOYMENT STATUS AND TIME SCHEDULES

Full Time - A regular full time certified employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the Crenshaw County Board of Education for that position or job. A full-time support employee includes adult bus drivers and those employees working twenty (20) or more hours per week.

Part-time - A part-time certified employee is a person who is employed to render less than the number of hours each day as established by the Crenshaw County Board of Education for a regular full-time employee. A part-time support employee is a person employed less than twenty (20) hours per week.

Temporary - A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may work any number of hours as directed by the Crenshaw County Board of Education.

Time Schedules for Certified Personnel – Time schedules for certified personnel may be designated by the Superintendent and/or the immediate supervisor of said personnel. All administrative and supervisory personnel shall normally observe an eight (8) hour workday, unless otherwise assigned by the Superintendent. Local school administrators and Central Office Supervisors shall be on duty as directed by the Superintendent. Certified teaching personnel are generally required to be on duty 15 minutes before the time set for the opening of their respective school and 15 minutes after the close of the school day, Monday through Friday, and the necessary time to transact faculty meetings, school business, and safe orderly dismissal of students, etc.

Time Schedules for Non-Certified Personnel – Time schedules for non-certified personnel may be designated by the Superintendent or the immediate supervisor of said personnel. In all cases, the Superintendent and/or supervisor in charge shall have the right to establish time schedules to encompass said employee's workday. Said work schedules shall be in compliance with the Fair Labor Standards Act.

REFERENCE(S): *CODE OF ALABAMA 16-8-9, 36-25-1, 36-26-100; FAIR LABOR STANDARDS ACT*

HISTORY: *ADOPTED: JULY 25, 1996; REVISED: JUNE 18, 2012 FORMERLY: CP-16, NCP-11*

6.12 POSTING VACANT POSITIONS AND RECRUITMENT

The Crenshaw County Board of Education shall post a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at each school campus and worksite at least fourteen (14) calendar days before the position is to be filled. An official job-posting board at the Central Office, at each school, and each worksite shall be designated to display current job postings. The notice shall include, but not necessarily be limited to, all of the following:

- Job description and title
- Required qualifications
- A statement of reference to the approved salary schedule.
- Information on where to submit an application
- Information on any deadlines for applying
- Other relevant information

In accordance with Attorney General Opinion 2002-069, November 21, 2001, the following are exceptions to posting vacancies:

- There is no vacancy when two (2) teachers exchange positions; and
- Where a lateral transfer occurs, and the positions are neither newly created nor supervisory or managerial in nature, and there has been no increase or decrease in salary.

If a personnel vacancy occurs during the time when schools are in session, the vacancy notice shall be posted not less than seven (7) calendar days before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen (14) calendar days. If the vacancy is to be filled on a temporary emergency basis through an involuntary transfer within fifteen (15) days before or after the first day of school, the notice must be posted at least five (5) working days.

Nothing in this policy shall prohibit the immediate employment or transfer of Crenshaw County School System personnel needed to ensure the welfare and safety of students, personnel or others on a temporary emergency basis as provided by law.

It shall be the duty of the Superintendent to ensure that all certified and non-certified employees satisfactorily meet all requirements of state law and State Board of Education rules and regulations.

The Superintendent shall establish and maintain a plan for actively recruiting promising personnel for employment by the Crenshaw County School System. The recruitment program may include, but shall not be limited to, the following:

- Interview prospective employees prior to graduation at area colleges;
- Advertise and/or disseminate information about job vacancies; and,
- Review files obtained by college placement bureaus and the Alabama State Department of Education.

REFERENCE(S): CODE OF ALABAMA 16-8-9, 16-9-23, 16-9-24, 16-22-15, 16-23-6; LEGISLATIVE ACT 98-147

HISTORY: ADOPTED: JULY 25, 1996; REVISED: JUNE 18, 2012 FORMERLY: GP-9, GP 32.1

6.13 JOB DESCRIPTIONS

The Crenshaw County Board of Education must approve a job description prior to the establishment of any new position. Each job description shall contain the minimal qualifications, required skills, essential performance responsibilities, physical requirements of the position and other information as deemed necessary.

The Superintendent shall maintain comprehensive, up-to-date job descriptions for all Crenshaw County School System positions. It shall also be the responsibility of the Superintendent or his/her designee to familiarize the personnel with their duties and responsibilities as defined by the job description.

REFERENCE(S): CODE OF ALABAMA 16-8-8 TO -10, 16-9-23, 16-9-24

HISTORY: ADOPTED: JUNE 18, 2012; REVISED: _____; FORMERLY: NEW

6.14 CONFLICTS OF INTEREST

The duty and goal of the Crenshaw County Board of Education is to provide the best possible education for students in an environment conducive to teaching and learning. To accomplish this goal, the Board endeavors to employ the best teachers, administrators, and support personnel to effectively implement the programs and operations of the School System. Employment by the Board of Education is considered to be an employee's primary occupation, and every effort shall be made to support employees in performing their jobs to the benefit of the students of Crenshaw County.

The Crenshaw County Board of Education prohibits School System employees from engaging in additional employment or any other personal pursuits that affects their efficiency as employees; that makes time and/or energy demands upon such individuals which interferes with their effectiveness in performing their contractual obligations to the Board; that compromises the School System; that adversely affects their Crenshaw County School System employment status or professional standing; or that in any way conflicts with or violate professional ethics or the state ethics law.

The Crenshaw County Board of Education prohibits any employee of the School System from directly or indirectly reaping personal profit or reward from the sale or purchase of goods or services to students in the School System or to parents of students.

Crenshaw County School System employees acting as individuals are further prohibited from directly or indirectly furnishing or supplying a list or roster of names and addresses of students in the School System or parents of students to persons, firms, corporations, associations or organizations or to the salespersons or agents of any such entities who are engaged directly or indirectly in the business of selling school supplies or school-related activities, equipment or items without the written approval of the Superintendent.

REFERENCE(S): CODE OF ALABAMA 16-9-13, 36-25-5

HISTORY: ADOPTED: JULY 25, 1996; REVISED: JUNE 18, 2012; FORMERLY: GP-3

6.15 GIFTS

Staff members may, at their discretion, present gifts to groups of students on special occasions. Crenshaw County School System staff members must exercise good taste and sound professional judgment when giving gifts to students. Gifts provided by staff members to students must not be elaborate or expensive.

Crenshaw County School System staff members shall not solicit or accept a gift, including money, from any source, when such a gift could be construed to be:

- associated with the performance of school-related duties or activities; or,
- a result of or a precondition to business transactions between the parties.

Gifts of a nominal value on special occasions such as Valentine's Day, birthday, etc., are excluded from this provision.

All gifts must comply with the current Alabama Ethics Law.

REFERENCE(S): CODE OF ALABAMA 16-8-9, 36-25-1

HISTORY: ADOPTED: JUNE 18, 2012; REVISED: _____; FORMERLY: NEW

6.16 USE OF SYSTEM-OWNED EQUIPMENT AND MATERIALS

All equipment and materials owned by or purchased in the name of the Crenshaw County School System shall be used exclusively for educational purposes as defined by the Board. Employees are authorized to use such equipment and materials while performing assigned job-related duties at their respective work sites/classrooms during regular work hours.

Use of Equipment Away from School Work Sites/Classrooms: The use of School System-owned equipment away from work sites/classrooms shall be limited to items that are directly related to completing instructional/teaching-oriented work assignments.

Fixed Asset Equipment and Certain Electronic Equipment: Under no circumstances are School System employees authorized to take equipment shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50.00 or more away from their work sites/classrooms without the prior written approval of their immediate supervisor/principal. When an employee is approved to use such equipment away from the work site/classroom, the equipment must be checked out by serial number or other appropriate identification and returned to the work site/classroom on a daily basis. However, when the schools are not in session, the principal may approve the use of such equipment away from the classroom/work site for longer periods of time.

Non-Fixed Asset Equipment and Certain Electronic Equipment: Employees may be authorized to take School System equipment not shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50.00 or less away from their classrooms /work sites to complete school related tasks with the verbal approval of the principal.

Use of School System-Owned Equipment for Personal Gain: Under no circumstances shall an employee lend, rent, or lease School System-owned equipment or system-owned vehicle to a non-employee or use such equipment or vehicle for personal gain.

REFERENCE(S): CODE OF ALABAMA 16-8-9, 36-25-5

HISTORY: ADOPTED: JUNE 18, 2012; REVISED: _____; FORMERLY: NEW

6.18 TUTORING FOR PAY BY CERTIFIED PERSONNEL

Crenshaw County School System certified personnel shall not receive pay or its equivalent for out-of-school tutoring of students currently enrolled in their classes when the out-of-school tutoring is in subject areas taught the students during the regular school day. However, certified personnel may engage in out-of-school tutoring of students in their classes when such tutoring is sponsored, organized, and paid for by the School System or other state-accredited educational institutions. Tutoring for any form of remuneration shall not be done during the regular school hours.

Use of School System Facilities, Equipment, Materials, or Supplies for Tutoring: Certified personnel shall not under any circumstances use School System consumable materials or supplies for private tutoring for personal gain. Use of facilities, materials, or supplies must be approved by the principal and in accordance with Board policy.

REFERENCE(S): CODE OF ALABAMA 36-25-5

HISTORY: ADOPTED: JUNE 18, 2012; REVISED: _____; FORMERLY: NEW

6.19 EMPLOYMENT REQUIREMENTS

Any person desiring employment, as defined by Policy 6.11, shall file a completed application on the form provided by the Superintendent.

Minimum Employee Qualifications: To be considered for employment in the Crenshaw County School System, candidates:

- Must be of good moral character;
- Must be at least twenty-one (21) years of age unless otherwise approved by the Superintendent.

Certificate requirements - Each applicant for an instructional or a certified administrative position shall hold an Alabama Teacher's Certificate and all career/technical personnel shall meet the State Department of Education requirements and have the proper license to perform services.

To be considered for a position, an applicant shall be properly qualified for that position in accordance with state law, regulations of the State Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the contract of employment.

Any person not holding a valid Teacher's Certificate at the time of employment shall be required, upon initial employment to make application to the State Department of Education for such a certificate, through the personnel office of the Crenshaw County School System. When such certificate is received, it must be filed with the office of the Superintendent. If the State Department of Education declines to issue a certificate, the person's employment shall be terminated. Failure to file for such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.

Criminal background checks by means of fingerprinting for prospective and current employees who have unsupervised access to students shall be conducted consistent with requirements of law.

All potential employees of the School System shall verify their identity and employment status to the Superintendent. The Superintendent shall maintain a file on all of the School System's employees hired after November 6, 1986, proving that each employee has verified his or her identity, employment status, U.S. citizenship, or legal alien status to the Superintendent's satisfaction. Evidence to be used to verify identity, employment status, U.S. citizenship, or legal alien status should include at least two of the following documents, one of which contains a current photo of the employee: U.S. birth certificate, social security card, and a current driver's license; a state or military identification card; or one of the following: U.S. passport, certificate of U.S. citizenship, certificate of naturalization, unexpired foreign passport, or resident alien card.

The Crenshaw County School System shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity to ensure equal employment opportunity. Neither the system nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

REFERENCE(S): *CODE OF ALABAMA 16-22A-5, 16-22A-6, 16-23-1; NO CHILD LEFT BEHIND ACT OF 2001*

HISTORY: ADOPTED: JUNE 18, 2012; REVISED: _____; FORMERLY: NEW

6.20 MEDICAL EXAMINATIONS

The Superintendent may require a physical, psychological, and/or psychiatric examination by a physician or counselor licensed in the state of Alabama when in the Superintendent's judgment such an examination is relevant to the teaching performance or employment status of a Crenshaw County Board of Education employee. The Superintendent shall select the physician(s), psychologist(s), or psychiatrist(s) and the Board shall pay all costs incurred in the examination(s). The employee shall allow the report of the physician(s), psychologist(s), or psychiatrist(s), to be submitted to the Superintendent with a copy being forwarded to the employee.

Employees shall provide documentation of satisfactory medical examinations from licensed health professionals as required by state law and/or state health department requirements to prevent the spread of communicable conditions.

REFERENCE(S): CODE OF ALABAMA 16-1-18.1, 16-8-9, 16-22-3

HISTORY: ADOPTED: JUNE 18, 2012; REVISED: _____; FORMERLY: NEW

6.21 USE OF FEDERAL FUNDS FOR TEACHERS TO BECOME HIGHLY QUALIFIED

- I. The No Child Left Behind Act of 2001 requires that all public elementary, middle, and secondary teachers of core academic subjects meet the federal definition of “highly qualified” no later than the end of the 2005-2006 school year. It is a professional development priority to assist teachers to become “highly qualified.”
- II. Title I federal funds may be used to assist teachers in Title I schools to attain the “highly qualified” status. Funds must be used according to the specified priorities.
 - A. Priority 1 – Teacher in Title I funded programs
 - B. Priority 2 – Paraprofessionals in Title I funded programs
 - C. Priority 3 – Other teachers in core courses in Title I schools
- III. Title II funds (professional development) may be expended to assist teachers of core courses in non-Title I schools to become “highly qualified.”
- IV. A teacher who has satisfactorily completed coursework to meet the “highly qualified” status may submit receipt(s) and transcript(s) to the central office for reimbursement of tuition costs. Reimbursement is limited to those courses which enable a teacher to become “highly qualified” and is contingent on the availability of federal funds budgeted for this purpose. Reimbursement requested shall be in accordance with established Crenshaw County Board of Education Highly Qualified Teacher Reimbursement Program Procedure Manual 6.17.
- V. Federal funds which are designated to be used to assist teachers to become “highly qualified” may be used to reimburse teachers for the fee of the Praxis II test.

REFERENCE(S): CODE OF ALABAMA 16-8-8, 16-23-2

HISTORY: ADOPTED: JUNE 18, 2012; REVISED: _____; FORMERLY: NEW

6.22 EXTRA DUTIES AND STAFF MEETINGS

Extra work-related duties associated with the school's curriculum may be assigned to and/or requested of certified personnel employed by the Crenshaw County School System. When extra duties related to the curriculum are assigned to said personnel, the following provisions shall apply:

- Extra duties shall not be assigned during regular school hours that require certified teaching personnel to be removed, on a continuing basis, from teaching responsibilities.
- The Board requires that all duties assigned be reasonable and in support of accomplishing the overall educational objectives of the Board or school.
- Extra duties that are assigned shall be made on a fair and equitable basis, taking into consideration the nature of the activity and the teacher involved.

The curriculum is defined as any activity that occurs in the name of the school.

An administrator and/or supervisor may call staff meetings when he/she feels such meetings are warranted. Attendance by employees may be required. Such compulsory attendance should be stated within the notice announcing the meeting. Meetings requiring employee attendance should be reasonable in frequency and duration and should be planned and announced as far in advance as possible in order to allow employees to appropriately plan their individual schedules.

REFERENCE(S): CODE OF ALABAMA 16-8-8, 16-8-9

HISTORY: ADOPTED: JUNE 18, 2012; REVISED: _____; FORMERLY: NEW

6.23 SUBSTITUTE TEACHERS

An approved list of Crenshaw County School System substitute teachers shall be available to the schools.

Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required:

- Be at least twenty-one (21) years of age unless otherwise approved by the Superintendent;
- Hold a valid teacher's certificate or valid substitute teacher's license;
- Meet all health, legal, and background check requirements; and,
- Attend required substitute teacher training.

REFERENCE(S): CODE OF ALABAMA 16-23-2, 16-25-26, 16-8-8

HISTORY: ADOPTED: JUNE 18, 2012; REVISED: _____; FORMERLY: NEW

6.24 NON-PROBATIONARY STATUS/TENURE

Teaching Personnel – Teachers attain tenure (non-probationary status) after three (3) complete, consecutive school years of full-time employment as a teacher with the Crenshaw County School System unless the Board of Education approves, and issues written notice of termination to the teacher on or before the last day of the teacher’s third consecutive complete school year of employment.

Non-certified Personnel – Classified employees attain non-probationary status after three complete, consecutive school years of full-time employment with the Crenshaw County School System unless the Board of Education approves, and issues written notice of termination to the employee on or before the 15th day of June immediately following the employee’s third consecutive complete school year of employment.

Employees of the Crenshaw County Schools do not earn tenure or non-probationary status in a particular position, rank, work site or location, job assignment, title or rate of compensation. Employees may not apply service years in a classified position to service years in a professional/certified position or vice versa for purposes of attaining tenure or non- probationary status. Tenure cannot be earned in positions where the funding and duration of employment are finite, such as summer school, part-time substitute, temporary employment, or position created to serve experimental, pilot, temporary or similar special programs or projects.

REFERENCE(S): LEGISLATIVE ACT 2011-270

HISTORY: ADOPTED: JUNE 18, 2012; REVISED: _____; FORMERLY: NEW

6.25 VIOLATION OF LAW

Anyone known to be violating a local, state, and/or federal law on Crenshaw County Board of Education property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency. The referral process will be subject to state statutes and Crenshaw County Board of Education rules.

Crenshaw County School System employees in violation of this policy may be subject to termination or other disciplinary action.

REFERENCE(S): CODE OF ALABAMA 16-1-24, 16-1-24.1, 16-8-9

HISTORY: ADOPTED: JUNE 18, 2012

REVISED: FORMERLY: NEW

6.26 POSSESSION OF DEADLY WEAPONS

Possession of a deadly weapon on Crenshaw County School System property or on a school bus with the intention to do bodily harm is a Class C felony.

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

Any Crenshaw County School System employee determined to have brought to school or have in his/her possession a firearm defined in Section 921, Title 18 of the U.S. Code, in a school building, on school grounds, or at other school-sponsored functions shall be subject to suspension, termination and/or separation from service in accordance with Board policy.

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

Resource police officers and/or regular law enforcement members employed by the City or County by joint arrangement with the Crenshaw County Board of Education or retained for services under contract exclusively by the Board are excluded from provisions of this policy.

REFERENCE(S): CODE OF ALABAMA 16-1-24.1

HISTORY: **ADOPTED: JUNE 18, 2012**
REVISED: **FORMERLY: NEW**

6.27 POLITICAL ACTIVITIES

Crenshaw County Board of Education employees shall not solicit support for any political candidate or issue during regular work hours.

Assemblies, school classes, materials, and/or equipment shall not be used for partisan or political purposes.

A Crenshaw County Board of Education employee who offers himself/herself as a candidate for public office shall conduct his/her campaign so as not to interfere with his/her responsibilities.

Such candidate shall adhere strictly to Alabama laws governing political activity on the part of public officials and public employees.

A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or the Crenshaw County Board of Education, to evaluate the compatibility of the dual responsibility and the amount of time the employee will be absent. Under no circumstances will a Crenshaw County School System employee who has been elected to public office be allowed to perform duties related to the public office while performing his/her duties for the school system.

REFERENCE(S): CODE OF ALABAMA 17-17-4 and -5, 36-26-38, 16-8-8 TO -9

HISTORY: ADOPTED: JULY 25, 1996

REVISED: JUNE 18, 2012 FORMERLY: GP-4

6.28 PROFESSIONAL ORGANIZATIONS

Certified and non-certified personnel of the School System shall respect each other's rights to choose for themselves the professional organizations with which they affiliate. Membership in professional organizations shall be on a voluntary basis. Administrators of the School System or local schools shall not take punitive action against employees because of their membership in professional organizations or because of their failure to affiliate with said organizations.

REFERENCE(S): CODE OF ALABAMA 16-1-30, 16-8-10

HISTORY:

ADOPTED: JUNE 18, 2012

REVISED:

FORMERLY: NEW

6.29 EMPLOYEE CODE OF CONDUCT

Crenshaw County School System personnel are employed for the express purpose of contributing in a positive way to the education of the youth of the community. In order to provide effective educational programs and safe, learning-centered school environments in the respective schools of the School System, all employees of the board are expected to abide by (1) all federal and state laws, (2) all State Board of Education policies, (3) all local ordinances, and (4) all local Board policies; and to follow ethical and professional codes of conduct that reflect favorably upon the School System. Failure to comply with the above-noted expectations may result in disciplinary actions.

REFERENCE(S): CODE OF ALABAMA 16-8-10, 16-9-15

HISTORY:

ADOPTED: JULY 25, 1998

REVISED: JUNE 18, 2012

FORMERLY: CP-20

6.30 EMPLOYEE GRIEVANCES

The Crenshaw County Board of Education is committed to the task of maintaining the highest possible level of professional relations among members of the staff of the school system and of maintaining good morale among employees. Grievances and problems which may arise from time to time should be resolved at the lowest possible level that provides equitable and satisfactory solutions. The goal is to encourage the best possible relations among employees and to enhance morale. Persons who may become concerned in grievance matters are urged to work together constructively in a sincere effort to resolve their disagreements.

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

Definitions

Grievance – A grievance is a complaint by an employee based upon an alleged violation, misinterpretation or inequitable application of any published policy, rule or regulation of the school system. The term grievance should not apply to any matter in which the method of review is prescribed by law. Grievances are objections to a specific act or condition. Dismissals, terminations, transfers and any other procedures already established by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedures herein described.

Employee – The term employee is considered to apply to anyone employed on a full time or part-time basis by the Crenshaw County Board of Education, with the exception of the Superintendent.

Supervisor – This term refers to that individual assigned to direct the work efforts of a person or group of persons within an organizational element and who has both the authority over and responsibility for management in respect to the functions of a defined organizational element. In a school, the principal would be the supervisor unless the job description states otherwise.

Organizational Element – The term organizational element is any identifiable segment of the system that is clearly under the supervision of a single individual. This would include a school, a center and any support function.

Representative – The term representative refers to any person chosen, if desired, by the aggrieved party to serve as the liaison supervisor.

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

any other procedure already instituted by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedure herein described.

Complainant – The term complainant shall mean any employee or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.

Employer – The term employer shall mean the Crenshaw County Board of Education or its representatives.

Day – The term day shall mean a working day.

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

Released Time – The complaint procedure will normally be carried out during non-work time. If, however, the Board elects to carry out provisions during work time, the complainant shall lose no pay.

Complaint Procedure

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

Level One – If the complainant is not satisfied with the informal resolution, he/she may, within ten (10) working days, file a formal complaint in writing and deliver it to his/her immediate supervisor or alternate. The supervisor or alternate shall communicate his/her answer in writing to the complainant. Class complaints involving more than one supervisor and complaints involving an administrator above the building level may be filed by the complainant at level two.

Level Two – If the complainant is not satisfied with the resolution at level one, he/she may, within ten (10) working days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant.

Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Crenshaw County Board of Education, provided request for placement on Board agenda is filed within ten (10) working days.

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

**REFERENCE(S): CODE OF ALABAMA
16-8-8 TO -9, 16-9-23, 16-23-1, TITLE VII OF CIVIL RIGHTS ACT OF 1964, TITLE IX OF
EDUCATION AMENDMENTS OF 1972**

**HISTORY:
ADOPTED: JULY 25, 1996
REVISED: JUNE 18, 2012
FORMERLY: GP-2**

6.31 DUAL EMPLOYMENT

It shall be the policy of the Crenshaw County Board of Education to hire support employees in only one full time support position. This includes bus driver positions. Notwithstanding, the support employees who currently hold two jobs shall not be affected by this policy.

REFERENCE(S): CODE OF ALABAMA 16-8-8, FAIR LABOR STANDARDS ACT

HISTORY:

ADOPTED: JUNE 18, 2012

REVISED:

FORMERLY: NEW

6.33 SUSPENSION, TERMINATION, SEPARATION

The Crenshaw County Board of Education may suspend or terminate employees who have earned tenure or non-probationary status or are principals serving under contract for the following reasons:

Immorality;

Incompetence;

Insubordination;

Neglect of duty;

Failure to perform duties in a satisfactory manner;

Justifiable decrease in the number of positions (for contract principals, decrease must be due to decreased enrollment or funding); and

Other good and just cause.

Contract principals also may be terminated for

Conviction of a felony or a crime involving moral turpitude;

Failure to fulfill the duties and responsibilities imposed upon principals by Alabama code;

Failure to maintain his/her certificate in a current status; and,

Willful failure to comply with Crenshaw County Board of Education policy.

Notification to the Crenshaw County School System employee of a proposed termination and his/her hearing rights will be governed by applicable state law.

An employee may be suspended for cause with or without pay on recommendation of the Superintendent and approval of the Board. Suspensions of more than twenty (20) workdays may be appealed by the employee in the same manner as an appeal of termination.

The Crenshaw County Board of Education may end its employment relationship with employees who have not earned tenure or non-probationary status by providing the appropriate notice required under state law or contract.

The Crenshaw County Board of Education may end its employment with principals serving as non-probationary contract principals by providing a reason why their contract will not be renewed and notice as provided in state law. Probationary contract principals may not be provided a reason.

REFERENCE(S): LEGISLATIVE ACT 2011-270

HISTORY:

ADOPTED: JUNE 18, 2012

REVISED:

FORMERLY: NEW

6.34 PERFORMANCE ASSESSMENT

The Board will use the state-approved personnel evaluation program for the evaluation of all certified personnel as required by the state.

The Superintendent will develop a plan for implementation of the evaluation program, consistent with state guidelines, that ensures all Crenshaw County School System personnel serving as evaluators will undergo the required state training and be certified under the program.

Evaluation results shall be used to develop system and individual employee professional development plans.

Other Personnel – The Superintendent shall develop or select personnel performance assessment systems for all other staff.

REFERENCE(S): CODE OF ALABAMA
16-8-8, 16-8-9, 16-9-31, 36-26-101

HISTORY: ADOPTED: JUNE 18, 2012
REVISED: FORMERLY: NEW

6.35 NOTIFICATION OF ABSENCE

The principal or designee shall notify and submit the appropriate leave form to the Superintendent when he/she plans to be away from school for a half-day or longer. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his/her absence.

A Crenshaw County School System employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible. If a substitute is required, the employee shall follow established school procedures for securing a substitute.

Any Crenshaw County School System employee who is willfully absent from duty without leave may be subject to dismissal from employment and shall forfeit compensation for the time of the absence.

REFERENCE(S): **CODE OF ALABAMA**
16-1-18.1, 16-1-30

HISTORY: **ADOPTED: JUNE 18, 2012**
REVISED: **FORMERLY: NEW**

6.36 ANNUAL LEAVE OF ABSENCE

A leave of absence is permission granted by the Crenshaw County Board of Education or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority.

Leave may be with or without pay as provided by law, regulations of the State Board of Education, and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.

A leave shall not be granted to any Crenshaw County School System employee to accept other employment. Accepting employment while on a leave of absence may cancel the leave. The person on leave may be notified that he/she must return to work with the Crenshaw County Board of Education immediately, resign, or be terminated.

All requests for a leave of absence must be submitted to the Superintendent, in writing, with the additional approval and signature of the employee's direct supervisor. Requests must be received by the Superintendent at least one (1) week prior to a monthly Board meeting. Upon the recommendation of the Superintendent, the Board may grant a leave of absence. Limitations of the leave shall be specified in the action taken by the Board.

A Crenshaw County School System employee having leave for the year or for the remaining part thereof and who plans to return to duty the next school fiscal year shall send a copy of such notice to the administrative supervisor by May 1st of that fiscal year.

A leave of absence grants the employee the right to return to the system in a similar role but does not guarantee the reappointment to the specific job held prior to the leave. Current Alabama laws covering the specific aspects of leaves of absences and employee re-instatement after leaves of absences shall be followed in the Crenshaw County School System.

A leave of absence may be granted for a period of up to one (1) year. If, in the opinion of the Board there is valid reason, such leave may be extended for one additional year.

REFERENCE(S): CODE OF ALABAMA
16-1-18.1, 16-8-25,

HISTORY: ADOPTED: JULY 25, 1996
REVISED: JUNE 18, 2012 FORMERLY: GP-12

6.37 VACATION LEAVE

All twelve-month staff shall earn vacation days at the rate of one (1) day per month beginning July and ending June 30 of each year until a maximum of thirty (30) days are accrued.

Vacation days may not be used prior to one year of employment. Vacation time may not extend beyond the termination of an employee's contract. No compensation will be paid in lieu of vacation time upon the resignation or retirement of an employee without the recommendation of the Superintendent and the approval of the Board of Education.

All vacation leave dates must be approved in advance by principals/work site supervisors and the Superintendent.

No certificated employee shall be granted permission to take his/her vacation leave on Institute Day. Employees may not take vacation leave in increments of less than one-half day.

REFERENCE(S): CODE OF ALABAMA 16-8-8, 16-9-23

HISTORY:

ADOPTED: JULY 25, 1996

REVISED: JUNE 18, 2012; JULY 28, 2014; DECEMBER 28, 2017; APRIL 16, 2018

FORMERLY: GP-22

6.38 FAMILY AND MEDICAL LEAVE

An eligible employee of the Crenshaw County Board of Education shall be granted up to a total of twelve (12) workweeks of unpaid family and medical leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

An eligible employee means one employed with the school system for at least 12 months during which time the employee worked at least 1,250 hours.

Spouses employed by the Crenshaw County Board of Education are jointly entitled to a combined total of 12 workweeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

If FMLA is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the Board's approval. Leave for birth and care or placement for adoption or foster care must conclude within 12 months of the birth or placement.

FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work. When intermittent leave is needed to care for an immediate family member or the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.

"Serious health condition" means an illness, injury, impairment or physical or mental condition that involves either:

- Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, any period of incapacity or subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
- A health condition (including treatment therefore, or recovery there from) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also includes treatment two or more times by or under the supervision of a health care provider; or one treatment by a health care provider with a continuing regimen of treatment.
- Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
- A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
- A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than

active treatment; or

- Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

“Health care provider” means:

- Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; or
- Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or
- Nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or
- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or
- Any health care provider recognized by the employer or the employer’s group health plan benefits manager.

Job Restoration

- Upon return from FMLA leave, an employee shall be restored to the employee’s original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.
- In addition, an employee’s use of FMLA shall not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a “no fault” attendance policy.
- Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, the board may refuse to reinstate certain highly-paid “key” employees after using FMLA leave during which health coverage was maintained. In order to do so, the board must:
- Notify the employee of his/her status as a “key” employee in response to the employee’s notice of intent to take FMLA leave;
- Notify the employee as soon as the board decides it will deny job restoration, and explain the reasons for this decision;
- Offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
- Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

A “key” employee is a salaried eligible employee who is among the highest paid ten percent of employees of the board.

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.

Employees shall be required to provide medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member. Second or third medical opinions (at the employer’s expense) and periodic recertification; and periodic reports during FLMA leave may be required regarding the employee’s status and intent to return to work.

The board will maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee has continued to work. Arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

REFERENCE(S): THE FAMILY AND MEDICAL LEAVE ACT OF 1993 HISTORY:

ADOPTED: JULY 25, 1996

REVISED: JUNE 18, 2012

FORMERLY: GP-20

6.39 MILITARY FAMILY AND MEDICAL LEAVE

Military Caregiver Leave

An eligible employee of the Crenshaw County Board of Education shall be granted up to a total of 26 workweeks of unpaid military family and medical leave during any 12- month period to care for a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness.

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

An eligible employee means one employed with the school system for at least 12 months during which time the employee worked at least 1,250 hours.

A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating.

The “single 12-month period” for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the Crenshaw County Board of Education for other types of FMLA leave.

An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the “single 12-month period.” Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.

Qualifying Exigency Leave

An eligible employee shall be granted up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the Crenshaw County Board of Education for FMLA leave for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.

Qualifying exigencies include:

Issues arising from a covered military member’s short notice deployment (i.e. deployment on seven or less days of notice) for a period of seven days from the date of notification;

Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;

Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;

Making or updating financial and legal arrangements to address a covered military member's absence;
Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which rises from the active duty or call to active duty status of the covered military;
Taking up to 5 days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member;
Any other event that the employee and employer agree is a qualifying exigency.

Spouses employed by the same employer are limited to a combined total of 26 workweeks in a "single 12-month period" if the leave is to care for a covered service member with a serious injury or illness and for the birth and care of a new born child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

Military FMLA leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness. FMLA leave also may be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the school system's operation.

Appropriate and verifiable documentation of the qualifying exigency, military status, and relationships of the individual(s) seeking military FMLA leave may be requested.

Reinstatement of employees returning from military FMLA shall be governed by current federal and state law.

**REFERENCE(S): NATIONAL DEFENSE AUTHORIZATION ACT 2008, PUBLIC LAW 110-181
AS AMENDED FAMILY AND MEDICAL LEAVE ACT OF 1993**

**HISTORY: ADOPTED: JUNE 18, 2012
REVISED: FORMERLY: NEW**

6.40 ON-THE-JOB INJURY

Any full-time employee or bus driver of the Crenshaw County School System shall be entitled to on-the-job injury leave.

An on-the-job injury is any accident or injury to the employee occurring during the performance of duties (or when directed or requested by the employer to be on the property of the employer), which prevents the employee from working or returning to his or her job.

To be considered for on-the-job injury leave, the following conditions shall be met:

Within 24 hours after occurrence of the injury, the employee must make proper written notification of the injury to the Superintendent (or school principal or immediate supervisor, if applicable).

In the event the employee is clinically unable to report the injury, the injury may be reported by another person who is reasonably knowledgeable of the injury.

The Crenshaw County Board of Education may require medical certification from the employee's physician that the employee was injured and cannot return to work because of the injury.

The Superintendent may require a second opinion from another physician at the expense of the Board.

The Board may require a statement from the physician that there is a reasonable expectation that the employee will be able to return to work.

If the Superintendent determines that the employee has been injured on the job and cannot return to work as a result of the injury, the employee's salary and benefits will continue up to ninety (90) working days consistent with the employee's injury and absence from work resulting from the injury.

Sick leave days will not be deducted for the days the employee is paid for an absence approved for on-the-job injury pay.

The employee may file for reimbursement with the Alabama Board of Adjustment for un-reimbursed medical expenses and costs incurred as a result of an on-the-job injury. Reimbursement to the employee shall be determined by the Alabama Board of Adjustment's policies, rules and regulations.

**REFERENCE(S): CODE OF ALABAMA
16-1-18.1**

**HISTORY: ADOPTED: JULY 25, 1996
REVISED: JUNE 18, 2012 FORMERLY: GP-17**

6.41 LEGAL SERVICE - JURY DUTY LEAVE

An employee of the Crenshaw County Board of Education who is summoned as a member of a jury panel may be granted leave with pay. Any jury fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.

An employee who is subpoenaed as a witness, not involving personal litigation, may be granted temporary leave. Any witness fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.

When a Crenshaw County School System employee is subpoenaed in the line of duty to represent the Board as a witness or defendant, he/she may retain any fees received from the court. In the event no fees are received from the court, he/she may be paid for meals, lodging, and travel expenses.

REFERENCE(S): CODE OF ALABAMA
12-16-8, 16-1-18.1, 16-13-231
LEGISLATIVE ACT 1977-759

HISTORY: ADOPTED: JUNE 18, 2012
REVISED: FORMERLY: NEW

6.42 MILITARY LEAVE

Military Leave shall be granted to employees of the Crenshaw County Board of Education in compliance with state laws, federal laws, and applicable court rulings. All employees are entitled to military leave when ordered to active duty for training as members of the Alabama National Guard or any component of the US Armed Forces. Employees who are required to attend annual training or special active duty for training shall not suffer any loss of salary during the first twenty (21) days of such absence in any calendar year. Employees who are ordered for such duty shall provide a copy of their orders to the Superintendent. Leave will be without loss of benefits.

In compliance with Legislative Act 92-430 that deals with the activation of service members of the Alabama National Guard and other military reserve units, employees of the Crenshaw County Board of Education will be compensated for the difference in pay from active duty and their position with the system under Legislative Act 92-430 if the following occurs:

Activated employees requesting the difference in pay restoration of leave or continuation of health coverage on active duty are required to have the length of their Active duty determined by the Adjutant General.

Activated employees must provide the Superintendent of Education with a set of Mobilization / Homeland Security orders or Military Records of Service (DD214) that reflects the length of duty. Copies of these orders and/or military records should be transmitted to headquarters as follows:

The Office of the Adjutant General

ATTN: ALSPDO

PO Box 3711

Montgomery, AL 36109-3711

The Adjutant General will determine the validity of the orders and certify to the Superintendent of Education that pay, leave or insurance is proper in accordance with Act 92-430.

Reinstatement of employees returning from military leave shall be governed by current applicable federal and state law.

REFERENCE(S): CODE OF ALABAMA 31-2-13, LEGISLATIVE ACT 92-430

HISTORY:

ADOPTED: JULY 25, 1996

REVISED: JUNE 18, 2012

FORMERLY: GP-15

6.43 PERSONAL LEAVE

Employees shall be granted five days annual non-cumulative personal leave as permitted by Alabama law. Two personal days are paid through the state's Foundation Program with the remaining three days being paid by the employee at the daily rate of pay of \$60.00. The cost of paying a substitute will be deducted from the employee's salary. The first two days taken for personal leave will be considered the state's Foundation Program allocated days. On June 30, an employee may transfer any unused Foundation Program funded personal leave days to sick leave days or be reimbursed at the same daily rate as is paid to a substitute. Employees shall not be required to divulge reasons for requesting personal leave.

REFERENCES:

CODE OF ALABAMA

16-1-18.1, 16-8-25 TO -26.1

LEGISLATIVE ACTS 85-644, 95-314, 97-444

HISTORY: ADOPTED: JULY 25, 1996

REVISED: JUNE 18, 2012, AUGUST 21, 2017 FORMERLY: SO-3

6.44 PROFESSIONAL LEAVE AND LEAVE FOR TRAINING

Professional Leave - Professional leave may be granted to personnel for participation in educational activities related to instructional improvement in the Crenshaw County School System.

Leave for Training – Leave for training shall be granted to support personnel to participate in activities that will enrich the Crenshaw County School System’s program and improve skills or understandings of the employee.

III. All professional leave and leave for training requests must be approved by the Superintendent of Education before utilization.

**REFERENCE(S): CODE OF ALABAMA
16-1-18.1, 16-13-231,**

**HISTORY: ADOPTED: JUNE 18, 2012
REVISED: FORMERLY: NEW**

6.45 SICK or BEREAVEMENT LEAVE

Sick leave is defined as the absence from regular duty by an employee because of the following:

Personal illness or doctor's quarantine;

Incapacitating personal injury;

Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt);

Where unusually strong personal ties exist because of an employee's having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In such cases the employee concerned shall file with the supervisor a written statement of the circumstances which justify an exception to the general rule;

Attendance to an ill member of the immediate family (parent, spouse, child, sibling) of the employee, a person standing in loco parentis, or an individual with a close personal tie.

Crenshaw County School System employees shall be allowed to accumulate an unlimited number of sick leave days.

A new employee may transfer unused earned sick leave from another Alabama school board, as permitted by law, upon certification by the previous employer.

If an employee is on sick leave for six (6) or more consecutive days, the employee shall provide his principal or immediate Supervisor with a statement signed by a doctor and submitted with payroll certifying to the illness or injury.

If absences occur frequently or if the absences constitute a pattern or there is reason to question whether an absence complied with the above causes, the Superintendent or designee may require that the employee provide verification of the reason for the absence.

See Policy 6.47 for Crenshaw County School System Sick Leave Bank provisions.

REFERENCE(S):

CODE OF ALABAMA 16-1-18.1, 16-8-25,
16-13-231, 16-22-9

HISTORY:

ADOPTED: JULY 25, 1998
REVISED: JUNE 18, 2012 FORMERLY:
GP-30

6.46 INTERMITTENT LEAVE

If medically necessary for a serious health condition of the employee or the employee's spouse, child, or parent, leave may be taken on an intermittent or reduced leave schedule subject to certain conditions which pertain to instructional employees (those whose principal responsibility is to teach or instruct students).

When instructional employees seek intermittent leave in connection with a family or personal illness and when such leave would constitute at least twenty (20) percent of the total number of working days in the period during which the leave would extend, the Board may require the employee to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position with the school system, that is equivalent in pay, for which the employee is qualified and which better accommodates the intermittent situation. If an employee requests partial day for intermittent leave, the Board may require that the leave increment be held to the smallest increment payroll recognizes.

Notification

Except where circumstances are such that reasonable advance planning is not possible, employees must provide the Superintendent at least thirty (30) days written notice of the date when leave is to begin. With respect to foreseeable family or employee illness, the employee shall make a reasonable effort to schedule treatment – including intermittent and reduced hour leave – so as not to disrupt unduly the operations of the Crenshaw County School System.

Certification

The Board requires that a request for leave based on the serious health condition of the employee, the employee's son, daughter, spouse, or parent be supported by a certification issued by the appropriate health care provider. The certification shall state:

The date the serious health condition began

The probable duration of the condition

The necessity for the employee's leave

That the employee is unable to perform the employee's job functions

Relative to the employee, the Board reserves the right, at its own expense, to designate a second health care provider (other than a Crenshaw County School System employee), to provide a second opinion. If the first and second opinion conflict, the Board can require, at its own expense, a third opinion by a health care provider approved by the Board and the employee. This opinion shall be binding. Upon the employee's return to work, the Board may require the employee to provide certification by the employee's health care provider that the employee is able to resume work.

Benefits

Benefits accrued by the employee before leave is taken will not be altered by the employee's absence under this policy. The employee is entitled to continuation of health benefits during the leave period under the same conditions these benefits would have been provided if no leave had been taken. If an employee fails to return to work after the leave period expires, the Board may recover the health benefits premiums paid by the employer for the employee's benefit during the leave period.

Return to Work

Prior to returning to work following medical leave, an employee should submit a statement from his/her health care provider to the Superintendent certifying that he/she is able to perform the essential functions of his/her job without restrictions. A position description containing the essential functions can be obtained from the immediate supervisor or the personnel office. The health care provider should review the essential functions of the job and certify a release to return to work. An employee that is unable to return to work following leave due to medical limitations should discuss those limitations with the Superintendent and the employee's Supervisor as soon as possible.

**REFERENCE(S): CODE OF ALABAMA
16-8-10, 16-1-30**

**HISTORY: ADOPTED: JUNE 18, 2012
REVISED: FORMERLY: NEW**

6.47 SICK LEAVE BANK

- I. Statement of Intent: The intent of this policy and the establishment of the Crenshaw County Board of Education Sick Leave Bank (SLB) is to provide sick leave to depositors to the bank after they have exhausted their accumulated sick leave and, more specifically, to provide such leave from the bank in cases of catastrophic illnesses.
- II. Establishment: At least 10% of eligible certified employees must join during the initial enroll enrollment period of August 15 through September 15. Further, at such time that membership should drop below 10% of the eligible certified employees, the Sick Leave Bank (SLB) shall be terminated.
- III. Definitions
 - A. Sick leave shall be defined by the Alabama State Board of Education.
 - B. A member is defined as any certified employee of the Crenshaw County Board of Education who has made a deposit to the Sick Leave Bank.
 - C. The cost of a sick leave day (for the purpose of repaying leave) shall be calculated at the prevailing daily salary rate for the employee concerned.
- IV. The Sick Leave Bank Committee
 - A. Membership: The Sick Leave Bank Committee shall be made up of six (6) eligible certified employees that have made a membership deposit in the SLB. The Superintendent, Chief School Financial Officer (CSFO) and Payroll Officer shall serve as ex-officio members of the committee.
 - B. Tenure of Committee Members: Each member shall serve a term of three (3) years.
 - C. Duties:
 - i. To take any action necessary.
 - ii. To review all applications for loans and approve or disapprove each loan application.
 - iii. To investigate any alleged abuse, and on finding wrongdoing, cause the violator to repay all sick leave credit drawn and report the violator for disciplinary action by the Crenshaw County Board of Education.
- V. Sick Leave Bank Rules
 - A. Only individual depositors may use the Sick Leave Bank for his/her sick leave.
 - B. Only earned sick leave may be deposited in the bank.
 - C. SLB leave may not be used for maternity leave unless a certifiable illness results from the pregnancy/maternity condition.
 - D. If the request is for other than consecutive days of leave, a separate application for each period of leave must be submitted.
 - E. The enrollment period for the Sick Leave Bank is August 15 through September 15 of each school year.
 - F. Any Crenshaw County Board of Education certified employee is eligible to participate in the Sick Leave Bank.
 - G. Each member shall be required to deposit five (5) days in the bank during the enrollment period. In order to borrow days from the SLB, a member must have made an appropriate

- deposit and be an approved member.
- H. Existence of the SLB and participation by a member does not negate rights of members who participate in the bank to other benefits included in the Crenshaw County Board of Education contract.
 - I. Participation in the SLB is voluntary. Members may withdraw only at the end of the school year (June 30) or upon departure from the School System. Resignation from the SLB must be made by submitting the office form to the SLB Committee.
 - J. Upon retirement, days deposited into the SLB shall revert to the employee's sick leave account.
 - K. A depositor shall lose the right to utilize the benefits of the SLB only by:
 - i Termination of employment
 - ii Cancellation of participation (June 30)
 - iii Having been found guilty of abuse

VI. Sick Leave Bank Operational Procedures

- A. Deposits shall be made on the forms prescribed by the SLB Committee, which can be found in the Superintendent's office of the local school Principal's office.
- B. The SLB Committee will review and recommend to the Crenshaw County Board of Education's Payroll Officer approval or denial of any SLB requests.
- C. Any member submitting a request to draw on the bank must have made a proper deposit.
- D. The maximum number of days borrowed from the bank shall be fifteen (15) including the five (5) days the employee has on deposit unless over 50% of the participating member of the SLB vote to extend the said limit.
- E. In case a member is incapacitated, an application for a loan may be submitted by a member's designated agent.
- F. Copies of all SLB deposits, SLB loan requests, and SLB cancellation forms shall be marked by the SLB Committee recommending approval or denial. Copies of the form will be given to the member, the appropriate school or office, and the Payroll Division.
- G. Any requests for an extension of leave must be submitted on the appropriate form to the SLB committee for review and action.
- H. When a member who has borrowed from the bank returns to work, sick leave days earned will be deposited into the SLB until all of the borrowed days have been repaid.
- I. If a member's employment is terminated, any sick leave days owed to the SLB shall be repaid by subtracting from the member's final paycheck an amount equal to the number of days owed times the daily rate of pay of the employee. The SLB will then be credited with the number of days the member owed.
- J. The Crenshaw County Board of Education and Sick Leave Bank Committee members shall assume no financial loss as a result of the SLB. Any losses will be at the expense of the SLB membership on a proportionate basis from current members of the SLB membership on a proportionate basis from current members of the SLB at any such time as a loss might occur.

REFERENCE(S): CODE OF ALABAMA
16-1-18.1, 16-22-9

HISTORY: ADOPTED: FEBRUARY 27, 1995
REVISED: JUNE 18, 2012 FORMERLY: GP-28

6.48 DRUG-FREE WORKPLACE

It is the policy of the Crenshaw County Board of Education that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the Board's workplace is prohibited. Any employee violating this policy will be subject to disciplinary action, including termination of employment. The specifics of this policy are as follows:

Any employee who gives, distributes or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on or in Board property will be subject to disciplinary action, including termination of employment.

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

Each employee is required by the Drug-Free Workplace Act of 1988 to inform the Superintendent within five (5) days after he/she is convicted for a violation of any federal or state criminal drug statute where such violation occurred on School Board property. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a Judge or jury in any federal or state court.

If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to disciplinary action, including termination of employment. Alternatively, the Board may require the employee to finish successfully a drug abuse program sponsored by an approved private or governmental institution.

VI. As a condition of further employment on any federal government grant, the Act requires all employees to abide by this policy.

REFERENCE(S): CODE OF ALABAMA 16-3-11 to -12, 16-3-14, 16-26-1-3, DRUG FREE WORKPLACE ACT OF 1988

HISTORY:

ADOPTED: JULY 25, 1998

REVISED: JUNE 18, 2012

FORMERLY: GP-23

6.49 DRUG AND ALCOHOL TESTING

In accordance with the Federal Transportation Employee Testing Act of 1993, certain employees involved in the operating of Crenshaw County School System owned vehicles on a regular basis are required to submit to drug and alcohol testing. The Board, in compliance with the Act, has adopted the following provisions:

All employees of the School System, including substitutes, who are required to hold a Commercial Driver's License (CDL) as a precondition to employment or to continued employment, will be subject to drug and alcohol testing. Such employees will be prohibited from performing assigned duties while under the influence of any prohibited drug or alcohol. While employees are prohibited from having any alcohol present in their systems while on duty, a Blood Alcohol Count (BAC) of .04 will be accepted as a presumptive evidence of intoxication. An employee who tests between .01 and .039 BAC will be removed from job related functions until they test below .01 or until their next duty period, which must be at least 24 hours.

The proper use of medication prescribed by a physician is not prohibited; however, the Board prohibits the misuse of prescribed (or over-the-counter) medications and requires all employees using drugs at the direction of a physician (or over-the-counter drugs) to notify the Board's Medical Review Officer (MRO), or the employee's supervisor where these drugs may affect their job performance, such as causing drowsiness.

Employees who are required to hold a CDL as a precondition to employment or to continued employment who refuse or do not pass a drug or alcohol test will be recommended for termination or removed from consideration for employment.

Employees testing positive by urinalysis or alcohol/breathalyzer test or requesting treatment may be referred to a mental health substance abuse counselor for an assessment of needs and possible referral for treatment. All such treatment shall be at the individual employee's expense.

Drug and alcohol testing will include the following categories:

Pre-employment: (Post-Offer - This is to be interpreted as a conditional offer of employment.) Each person, after a conditional offer of employment has been made, will have to undergo a drug test before being employed in a position that requires the employee to hold the CDL.

Reasonable Cause Testing: Each employee that is required to hold the CDL as a precondition to employment or to continued employment will be subject to drug and alcohol testing based on reasonable cause as established by a supervisor through the use of objective evidence.

Post-Accident: Any employee who is required to hold the CDL as a precondition to employment or to continued employment that is involved in a reportable accident will undergo drug and alcohol testing within two (2) hours following any accident.

Random Testing: All employees required to hold a CDL as a precondition to employment or to continued employment will undergo testing on a random basis. Random testing will be administered in a number equal to or greater than 50 percent (drug screening) and 25 percent (alcohol screening) of the CDL work force, without advanced notice, in the first 12 months of testing. There will be no maximum number of samples that any one employee will be required to provide during the testing period. Employees refusing to be tested may be suspended pending a recommendation for termination.

Return to Duty Testing: Any employee who is required to hold a CDL as a precondition to employment or to

continued employment and tests positive or refuses testing must pass a "Return to Duty Drug Test." In such instance, the Medical Review Officer must determine when and under what conditions the employee may return to duty. Any employee subject to "Return to Duty Drug Testing" will be subject to random and/or unannounced drug testing for sixty (60) months after return to duty. Follow-up tests for alcohol are unannounced and at least six (6) tests must be conducted in the first 12 months after an employee returns to duty.

The Medical Review Officer is designated by the Board.

Test results will not be released by the Board beyond the MRO without the individual's written authorization.

Procedures for drug testing shall be distributed to all affected employees. Receipt of Crenshaw County School System Drug Free Workplace regulations and procedures shall be acknowledged by employees on signed acknowledgement forms as required for initial and continued employment.

**REFERENCE(S): CODE OF ALABAMA: 16-1-18.1,
OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1993,
DRUG FREE WORKPLACE ACT OF 1988**

**HISTORY: ADOPTED: JUNE 18, 2012
REVISED: FORMERLY: NEW**

6.50 PERSONNEL RECORDS

The Crenshaw County Board of Education shall require complete and current personnel records for each employee. All information contained in an employee's personnel file, except sensitive personnel records, are considered public records under Alabama's Sunshine Law.

Each Crenshaw County School System employee shall have a right to review her/his local school or central office personnel file during normal business hours. No anonymous letters or materials shall be placed in personnel files. Each employee may have included in his/her personnel file a written response to any material contained within the file.

Any Crenshaw County School System employee may request to review her/his personnel file at any time that is mutually agreeable with the Personnel Administrator and when the employee is not engaged in fulfilling employment-related duties. The Personnel Administrator or certified designee must be present during the review. A log shall be maintained documenting any such review.

Copies of all materials to be placed in an employee's record which may tend to diminish the employee's professional or work status or reflect adversely on the employee's record of performance or character shall be provided to the employee.

Any anonymous complaint or materials received by a school official shall be immediately transmitted to the Superintendent. If the material is deemed worthy of an investigation by the Superintendent, it may be investigated. The results of the investigation may be reduced to writing, signed by the superintendent, principal, or other designated official in charge of the complaint, dated, attached to the materials in question, and may be placed in the personnel file of the employee. Any anonymous complaint which is not investigated within thirty (30) calendar days of its receipt by the Superintendent shall not be retained but shall be destroyed.

The transfer of the personnel file or any parts, summation, or copies of the personnel file of the employee shall be effectuated upon the written request of the employee. The Crenshaw County School System may transfer an employee's personnel file or copies or parts thereof to another employer or prospective employer.

REFERENCE(S): CODE OF ALABAMA 16-8-8, 16-23-1 TO -13, 16-9-27, 16-8-23

HISTORY: ADOPTED: JUNE 18, 2012
REVISED: FORMERLY: NEW

6.51 EMPLOYEE SALARY SCHEDULES

All regular personnel shall be paid in accordance with salary or hourly wage schedules as adopted by the Crenshaw County Board of Education, provided the salary schedule for certified staff is no less than 100 percent of the State Minimum Salary Schedule. All teaching/administrative experience gained in all public elementary and secondary schools and/or state or regionally accredited public institutions of higher learning shall be approved as credit for placement on the salary schedule.

Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1988, as amended, and who is required to work in excess of forty (40) hours in any work week, shall be compensated for the hours in excess of forty (40) at the rate of one and one-half (1½) times the regular rate of pay for the service performed.

Any Crenshaw County School System employee working beyond his/her designated total weekly hours without prior permission of the Superintendent through the principal or supervisor may be subject to disciplinary action.

REFERENCE(S):

CODE OF ALABAMA

16-8-24, 16-23-1 TO -3

LEGISLATIVE ACT 90-235 FAIR LABOR STANDARDS ACT OF 1988 AS AMENDED

HISTORY:

ADOPTED: JUNE 18, 2012

REVISED:

FORMERLY: NEW

6.52 EMPLOYEE SALARY DEDUCTIONS

I. The Crenshaw County Board of Education will make salary deductions which are required by law, including federal income tax, state income tax, retirement, and other deductions in accordance with applicable laws and regulations.

The Board may make certain other salary deductions when 35% of the employees properly request such deductions. The deductions shall be made from salaries earned in at least nine (9) different pay periods and shall be remitted to the appropriate recipient as specified by the employee within ten (10) days following each deduction.

Deductions made for membership dues and voluntary contributions shall be made based upon membership lists and forms provided by the respective organizations.

Authorization for voluntary contributions may be revoked by providing a thirty (30) day written notice of revocation.

New authorization for payroll deductions may be added during open enrollment for that specific deduction.

Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay.

When amounts have been correctly deducted and remitted by the Board, the Crenshaw County Board of Education shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make the subject deductions.

**REFERENCE(S): CODE OF ALABAMA
16-22-6**

**HISTORY:
ADOPTED: JUNE 18, 2012
REVISED:
FORMERLY: NEW**

6.53 OVERTIME – NON-SUPERVISORY PERSONNEL

It is the intent of the Crenshaw County Board of Education for its employees to perform the necessary tasks of their jobs during the regular designated work week. However, there may be certain circumstances, in the best interest of students and the school system, when emergencies would necessitate that certain employees work beyond their designated work week. However, the option to receive compensatory time rather than pay must be approved by the immediate supervisor and the Superintendent.

Overtime should always be requested by the immediate supervisor and approved by the Superintendent or a designated representative on the approved form for overtime. Verbal approval should be given by the immediate supervisor at the time the work is done; however, an immediate follow-up written request by the supervisor must be forwarded to the Superintendent for approval within one working day after the work has been performed. Overtime pay may be granted only to non-certified employees whose job titles or responsibilities indicate that the position is non-supervisory.

Payment for overtime shall be made to the appropriate Crenshaw County School System employee at the next regular pay period if the request is submitted prior to the deadline for the pay period.

**REFERENCE(S): CODE OF ALABAMA
16-22-6, LEGISLATIVE ACT 83-207, FAIR LABOR STANDARDS ACT OF 1988 as amended**

**HISTORY:
ADOPTED: JUNE 18, 2012
REVISED:
FORMERLY: NEW**

6.54 TRANSFERS

Crenshaw County School employees may be reassigned or transferred to any position for which they are qualified by skill, training, or experience.

A teacher may be transferred within the same school or campus by the Superintendent once per year by the 20th calendar day after school begins, provided the teacher has the appropriate certification for the position to which he/she is transferred. Tenured teachers may be transferred to another school without reduction in compensation to a position for which he/she is certified with the approval of the Board of Education once per year by the 20th calendar day after school begins.

Non-probationary classified employees may be transferred once per year to any position for which they are qualified provided that the transfer is without loss of or reduction in compensation, that written notice of the proposed transfer is issued to the employee not less than 15 calendar days before a final decision is made, and that the transfer is effective not less than 15 calendar days after the date of the final decision to transfer.

Probationary employees (certified or classified) may be transferred to a position for which he/she is certified or qualified that results in a loss of or reduction in compensation. Such transfers must be effective not less than 15 calendar days after the date of the final decision to transfer. Employees must be provided notice of the proposed transfer that contains a written explanation of the effect of the transfer on the employee's compensation and notice that the employee may object in writing to the transfer before a final decision is made. Tenured teachers or non-probationary classified employees involuntarily transferred to a position with less pay or to a position outside the feeder pattern of the high school where employed shall be provided due process in the same manner as a proposed termination of employment.

REFERENCE(S): CODE OF ALABAMA 16-1-33; LEGISLATIVE ACT 2011-270

HISTORY:

ADOPTED: JUNE 18, 2012

REVISED:

FORMERLY: NEW

6.55 REDUCTION IN FORCE

In accordance with The Code of Alabama §16-1-33 (1975) a reduction-in-force may be declared by the Crenshaw County Board of Education and layoffs approved thereunder if the Board determines that decreased student enrollment or a shortage of revenues requires a reduction in the work force (beyond normal attrition) in order to maintain effective provision of educational services or to meet the Board's financial, legal, or operational obligations.

A "layoff" within the meaning of this policy is a separation from employment with the Crenshaw County Board of Education. However, employees who are laid off under this policy are eligible for recall to employment as conditionally provided in this policy. Moreover, layoffs are not terminations within the meaning of the Alabama Teacher Tenure or Fair Dismissal laws and are not subject to the procedural or substantive requirements thereof.] The term "layoff" does not include or apply to the expiration of temporary, occasional, or "at-will" appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.

Criteria for Implementing Layoffs

1. The order, priority, rank of selection of individual employees who are to be laid off under authority of this policy shall be determined on the basis of objective criteria; however, nothing herein shall be deemed or construed to limit or abridge the Board's legislative discretion to identify areas, department, groupings, or classification for reductions (layoffs).
2. The criterion or criteria on which the layoffs are to be based shall be announced or otherwise made known by the Board to employees affected by the layoff no later than the date of notification of the layoff.
3. "Objective criteria" within the meaning of this policy may include any lawful selection standard (or combination of standards) that is verifiable, calculable, measurable, or otherwise determinable by means of methods other than the personal or subjective judgments or opinions of the person(s) applying the criteria, and that would be expected to produce the same result if applied to the same employees or group of employees by different persons.
4. **Recall**: the name of an employee who has been laid off shall be placed on a recall list and remain on such list for one (1) year.
 - No new employee shall be hired to fill a position for which an employee on the recall list is qualified and certified or immediately certifiable.
 - The names of personnel reduced in force shall be placed in a School System employment pool. Said person(s) shall be given the opportunity in reverse order of their layoff to fill the first comparable employment vacancies for which they are qualified.
 - Employees who have been laid off under the terms of this policy will be priority in filling positions as enrollment or financial circumstances warrant, provided that:
 - i. The nature of the position and qualifications therefore have not materially changed;

- ii. The laid-off employee remains properly qualified, licensed, or certified; and,
 - iii. The laid-off employee confirms in writing his or her availability or an interest in re-employment to the Superintendent in accordance with any directives that may be contained in or transmitted in conjunction with the notice of layoff.
- Notice: Notification of layoff and recall shall be by United States certified or registered mail, hand delivery, or such other means as are reasonable under the circumstances.
 - i. Upon receipt of notification of recall, a laid-off employee shall respond affirmatively within five (5) working days of receipt of offer.
 - ii. Any laid-off employee who does not so respond or who otherwise declines an offer of reemployment by the Board will be deemed to have waived any right to be recalled under the terms of this policy.
 - iii. No employee who has been laid off shall be entitled to payment or accrual of any compensation or fringe benefits whether or not he/she remains on the recall list. No years of layoff will be credited as years of service of compensation or retirement purposes.

Certified Personnel

As a prerequisite to all other considerations, the Board shall determine upon the recommendation of the Superintendent, the organizational levels to be reduced. The Board should determine whether organizational levels (elementary, middle, junior high, senior high) are to be considered distinct categories. The personnel within these levels may be considered separately, (i.e. elementary and secondary, physical education, music, counselors, library personnel, etc.).

The Superintendent's recommendations shall include a recommendation on the organization level to be reduced, the level of employees to be affected and the particular employees to be dismissed. The Superintendent shall confine his or her recommendations for personnel reductions to personnel assigned to the affected programs or employment areas.

In making such recommendations, the Superintendent is bound to consider all the factors set out in this policy and must adhere to the same guidelines for reduction-in-force (RIF) decision making as established for the Board.

When a reduction-in-force is necessary, the first employees to be dismissed will be the non-tenured persons within the class of personnel being reduced. Non-tenured teachers will be retained when a tenured teacher is terminated only if the tenured teacher is not qualified by certification to teach the position which the non-tenured teacher occupies.

If more than one legally qualified tenured teacher is being considered for dismissal, the following criteria, in the order stated, will be used to determine which of the tenured teachers will be retained:

1. Certification in a teaching position which is being retained and is open. A tenured teacher with standard certification for the retained position will be given consideration over a tenured teacher with non-professional certification.

2. Seniority in the length of continuous, full-time contracted certified employment in the system, beginning on the date the employee first reported to work.
3. Degree(s) held by the staff member (with the staff member with the lower degree to be reduced first). Personnel who are Nationally Board Certified will be retained before those holding Masters degrees.

If based upon these factors, two or more tenured faculty are equally qualified for the position, the following prioritized list will determine the order of the RIF:

1. The date the Board voted to employ. (The employee with the earliest date of employment to be retained.)
2. If the above are equal, all potential reduced in force teachers within a given area will draw one domino. The teacher who draws the higher of the sum of all dots will be selected for continued employment.

Any employee terminated or demoted pursuant to this policy shall have the following recall rights to a position for which he or she is certified, for one (1) calendar year from the effective date of his/her termination or demotion. Tenured teachers dismissed through staff reductions will, for a period of one calendar year, be offered re-employment if qualified by certificate in the area of need, in reverse order of dismissal before non-tenured teachers in the same teaching area are added to the staff.

Support Personnel

The following procedures shall be used to implement a reduction in force of support personnel:

1. The Superintendent shall recommend in writing to the Board the positions or job classifications to be affected and the particular employees to be dismissed. In making this recommendation, the Superintendent is bound to consider all of the factors set out in this policy. The Superintendent shall confine his or her recommendation for employee reduction to employees assigned to the affected positions or job classifications.
2. The Board, upon the recommendation of the Superintendent, shall determine the positions or job classification to be affected and the particular employees to be dismissed.
3. To the extent possible the reduction shall be accomplished through attrition.
4. If reductions beyond those achieved by attrition are necessary, length of service with the employing board shall govern. Probationary employees will be the first to be terminated. A non-probationary employee will be terminated only after all probationary employees in the designated position or job classification have been laid off.
5. If it is necessary to include non-probationary employees in the Reduction in Force, non- probationary employees having the least length of continuous service will be the first laid off. In the event two or more employees have the same length of service, the Board will consider:
 - a. Seniority in the length of continuous, full-time contracted employment in the system, beginning on the date the Board voted to employ.

- b. The level of formal education obtained (the staff member with the lower degree or the least post-secondary education to be reduced first).
- c. If based upon the two factors above, two or more non-probationary staff are equally qualified for the position, the following prioritized list will determine the order of the RIF:
 - i. The date the Board voted to employ. (The employee with the earliest date of employment to be retained.)
 - ii. If the above are equal, all potential support persons to be reduced within a given area will draw one domino. The support person who draws the higher of the sum of all dots will be selected for continued employment.

Any non-probationary employee terminated pursuant to this policy shall have recall rights to the position from which he or she was terminated for one (1) calendar year from the effective date of his or her termination, in reverse order of dismissal.

If a former employee refuses an offer of employment pursuant to this policy, his or her rights of recall are forfeited.

REFERENCE(S):
CODE OF ALABAMA
16-1-30, LEGISLATIVE ACT 2011-270

HISTORY:
ADOPTED: SEPTEMBER 12, 1998
REVISED: MARCH 14, 2011; JUNE 18, 2012
FORMERLY: GP-31

6.56 RETIREMENT

Any employee who plans to retire shall submit his/her resignation to the Crenshaw County Board of Education through the Superintendent.

**REFERENCE(S): CODE OF ALABAMA
16-25-1**

**HISTORY: ADOPTED: JUNE 18, 2012
REVISED: FORMERLY: NEW**

6.57 RESIGNATION

A teacher is not permitted to resign within thirty (30) calendar days before the first day of the next school term for students. Any teacher terminating his/her employment without the approval of the Crenshaw County Board of Education is in violation of this policy and is guilty of unprofessional conduct. The State Superintendent of Education may revoke or suspend the teacher's certificate.

Employees other than tenured teachers may resign at any time by giving five (5) days written notice to the Board of Education. Tenured teachers may resign by giving five (5) days written notice to the Board of Education after the first day students report to school.

An employee who violates the terms of an employment agreement or written contract by leaving his/her position without first being released from the agreement or contract by the Crenshaw County Board of Education and fails to complete and file the required records and reports, may have final compensation withheld.

REFERENCE(S): LEGISLATIVE ACT 2011-270

HISTORY:

ADOPTED: JULY 25, 1996

REVISED: JUNE 18, 2012 FORMERLY: NEW

6.58 PROHIBITION ON AIDING AND ABETTING SEXUAL ABUSE

Neither the board nor any employee, contractor or agent of the board shall assist another school employee, contractor or agent in obtaining a new job if the individual or the board knows, or has probable cause to believe, that the other employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. This prohibition does not apply to the routine transmission of administrative and personnel files.

In addition, this prohibition does not apply if the information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct, and has been reported to any other authorities as required by local, state or federal law, and at least one of the following conditions applies:

1. The matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law; or
2. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or
3. The case or investigation remains open and there have been no charges filed against or indictment of the school employee, contractor or agent within four years of the date on which the information was reported to a law enforcement agency.

**REFERENCE(S): CODE OF ALABAMA 20 U.S.C. §7926
LEGISLATIVE ACT 2011-270**

**HISTORY:
ADOPTED: NOVEMBER 16, 2020
REVISED:**

CHAPTER 7 – FINANCE AND BUSINESS SERVICES

7.10 FISCAL YEAR

The fiscal year for the Crenshaw County School System shall be October 1st through September 30th.

REFERENCE(S): CODE OF ALABAMA
16-13-1, 16-1-1

HISTORY: ADOPTED: OCTOBER 15, 2012
REVISED:
FORMERLY: NEW

7.11 BUDGET DEVELOPMENT

The Crenshaw County Board of Education shall provide for the preparation and adoption of the annual budget for the school system. The Board delegates the responsibility for preparation of the budget to the Superintendent and appropriate members of his/her staff. Providers of budget information shall adhere to all state and federal guidelines, and the budget shall be prepared on forms and in accordance with such rules and regulations as may be prescribed by the Alabama State Board of Education and the federal government.

Budget development will incorporate a plan to maintain one month's operating cost as a reserve fund.

The budget shall be presented to the Crenshaw County Board of Education prior to the date set by the State Department of Education for budget submission.

Public Hearings – The Crenshaw County Board of Education shall hold at least two open public hearings pertaining to its proposed annual budget.

Copies of the proposed budget shall be provided to the public at each hearing on forms provided by the State Department of Education.

The Crenshaw County Board of Education shall seek input from the public concerning the proposed budget and the allocation of resources.

Each hearing shall be held during a scheduled Board meeting in a place and at a time convenient for the general public to attend.

The date and time of each hearing shall be publicized in the local media in advance of the hearing. In addition, notice of each hearing shall be posted in a conspicuous place at the central office and at each school, county courthouse and municipal buildings.

Proposed Budget – The proposed budget shall:

Reflect the total amount of resources available to the Crenshaw County Board of Education from all funding and revenue sources.

Reflect the projected enrollment and the total proposed expenditure by the Board and for each school which shall be available at the public hearings.

Clearly delineate the number of teachers, librarians, counselors, administrators and other support personnel projected to be employed at each Crenshaw County school.

Clearly list the operating costs by category or function at each school.

Delineate by school those operating resources earned including, but not necessarily limited to, those items contained in the Instructional Support Program of the Foundation Program, designating the amount of funds earned at each school per item based on average daily membership.

Final Adoption Procedures

After at least two public hearings have been held, the Crenshaw County Board of Education and Superintendent shall develop, consistent with state laws, a final budget.

The School System annual budget shall become official when it:

Has been approved by the Board in accordance with requirements of section 16-13- 140 of the Code of Alabama and other pertinent statutory requirements.

Has been filed with and approved by the State Superintendent of Education.

The Annual School Budget approved by the State Department of Education will be posted on the school system's website.

Periodic Budget Amendments

The Board authorizes the Superintendent to review and analyze the School System budget for needed changes and amendments during the fiscal year. Such needed changes shall be recommended to the Board for review and consideration. Any recommended changes shall be made only after a determination is made that the changes will not create deficits or violate State Board of Education policy or state law.

**REFERENCE(S): CODE OF ALABAMA
16-13-140, LEGISLATIVE ACT 97-225**

**HISTORY: ADOPTED: JULY 25, 1996
REVISED: OCTOBER 15, 2012
FORMERLY: B-1.1**

7.12 ACCOUNTING AND REPORTING

The Crenshaw County Board of Education shall, following recommendations by the Superintendent, prescribe regulations for the keeping of accounts and fiscal records and the making of reports by all under the Board's jurisdiction who are charged with such responsibility. Prescribed regulations shall be consonant with those of the State Board of Education, Division of Administration and Finance of the State Department of Education and with the directives of the State Examiners of Public Accounts. Said accounts and fiscal records shall be available during normal business hours for inspection by the public. They shall be preserved for a five-year period of time or for such period as specified by the State Department of Education or the State Examiners of Public Accounts.

The Superintendent shall develop specific procedures to assure that accounting practices throughout the School System are consistent with generally accepted accounting procedures.

Annual Financial Report

The Board shall publish annually in a public newspaper a complete statement of receipts and disbursements as well as a statement of outstanding funded and unfunded indebtedness of the Crenshaw County School System for the twelve-month period ending the preceding September 30. This report shall be published during the month of October. Such statements shall be drafted on the forms as required by the State Superintendent of Education.

Within thirty (30) calendar days after receipt of each annual report/financial statement, the Board shall place for public inspection said annual report in its entirety:

One copy in the office of the Board or the Superintendent;

One copy on reserve in each high school library under the jurisdiction of the Board; and

A minimum of one copy in the main public library within the city in which the Board is located.

Within thirty (30) calendar days after receipt of each annual report/financial statement, the Board shall provide written notice of the availability of said annual report to:

Each local parent group;

Each Chamber of Commerce in the geographic area served by the Board; and

Local News Media.

Annual Status Report

The Board shall provide information to the State Department of Education necessary for said Department to publish an annual status report. Within thirty (30) calendar days after receipt from the State Department of each Annual Status Report on the condition of education in the School System, the Board shall place for public inspection said annual report in its entirety as follows:

One copy in the office of the Board or Superintendent

One copy on reserve in each school library under the jurisdiction of the Board of Education; and

A minimum of one copy in the main public library within the city in which the Board is located.

Within thirty (30) calendar days after the receipt of the Annual Status Report, the Board shall provide written notice of the arrival and availability of the Annual Status Report to:

Each local parent group;

Each Chamber of Commerce in the geographic area served by the Board; and

Local news media.

Inventories

The Board requires that all fixed assets of the Crenshaw County School system be inventoried, and a perpetual inventory record be maintained in the Central Business Office. An inventory audit shall be made annually and shall be comprehensive to assure that all fixed assets are properly accounted.

The Crenshaw County Board of Education directs that all assets or capital assets shall be inventoried annually. Inventory records of fixed capital assets shall be maintained in the school board's central office. A supplemental inventory of equipment items not classified as fixed or capital assets shall be maintained.

Audits

The Crenshaw County Board of Education is audited as required by law by the Department of the Examiner of Public Accounts. Annually, as required by the State Board of Education, local school funds and accounts for which the principal at each school has responsibility shall be audited.

Accountability Reports

The Board shall prepare an Annual Accountability Report for each of its schools. This report shall include but not be limited to the following:

A Funding and Expenditure Report which shall include annual budgets and financial statements and any other document which may be necessary to assess the financial stability of the Board;

A Student Achievement Report which shall include a comparison of the immediately previous school year with previous years regarding student performance on testing required by the State Board of Education, dropout rates, attendance rates, graduation rates, and any other data deemed necessary by the Board or State Board of Education to inform the public about student achievement in each school.

A School Safety and Discipline Report which shall include statistical information relating to student safety and discipline in each school and any other data deemed necessary by the Board of Education to inform the public about safety and discipline in each school.

These reports shall be released to the media, presented to parent organizations, members of the Legislature who represent the area in which a particular school is located and the State Superintendent of Education by December 31.

REFERENCE(S): CODE OF ALABAMA 16-13A-6, 16-6B-7, 16-8-37, 16-9-28, 41-5-14

HISTORY: ADOPTED: OCTOBER 15, 2012

REVISED:

FORMERLY: NEW

7.13 RECONCILIATIONS

All bank accounts of the Crenshaw County Board of Education and its local schools shall be reconciled to the financial records monthly. The Chief School Financial Officer shall be responsible for verifying that monthly bank statements are reconciled to the financial records on a timely basis that ensures accurate monthly financial statements.

Submission of monthly local school accounting reports shall ensure accurate monthly financial statements and shall be accompanied by a copy of the corresponding bank statement, copy of the bank reconciliation report, report of outstanding encumbrances, and report of accounts payable.

REFERENCE(S): CODE OF ALABAMA 16-13A-6 FISCAL ACCOUNTABILITY ACT 2006-196

HISTORY:

ADOPTED: NOVEMBER 18, 2002

REVISED: OCTOBER 15, 2012

FORMERLY: B-39

7.14 CHIEF SCHOOL FINANCIAL OFFICER

In consultation with the Superintendent, the Crenshaw County Board of Education shall appoint a chief school finance officer (CSFO) who shall be an employee of the Board. The Board shall have authority to remove the chief school finance officer as provided for by law.

The chief school finance officer shall meet the minimum job qualifications established by the Crenshaw County Board of Education and the State Board of Education and shall possess or be eligible to possess certification required pursuant to regulations promulgated by the State Board of Education.

The chief school financial officer shall work under the direct supervision of the local Superintendent of Education but shall have a fiduciary responsibility to the Crenshaw County Board of Education.

The chief school financial officer shall perform duties as specified by the Board as well as those duties specified by state law. The Superintendent may also assign additional duties to the chief school finance officer in order to provide for the efficient administration of the school system.

REFERENCES: CODE OF ALABAMA 16-13A-5

HISTORY: ADOPTED: OCTOBER 15, 2012

REVISED:

FORMERLY: NEW

7.15 DEPOSITORY OF FUNDS

The Crenshaw County Board of Education requires that all funds of the Board, whether federal, state or local, be deposited in banks designated as the depositories of School system funds. The Board shall designate said depositories for the term of the Chief School Financial Officer or when in the opinion of the Board the situation warrants a change.

Depositories shall be located in the County and shall be approved as a qualified depository by the Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer.

All checks in the name of the Board or the local school shall be drawn upon such accounts. All financial transactions of the School System shall be paid by check or electronic funds transfer and no cash payments shall be made.

Principals shall notify the Board prior to changing their school's current depository of school funds. Depositories outside the County may be approved for special accounts.

**REFERENCE(S): CODE OF ALABAMA
16-13A-6, 11-1-7 FISCAL ACCOUNTABILITY ACT 2006-196**

**HISTORY:
ADOPTED: OCTOBER 15, 2012
REVISED:
FORMERLY: NEW**

7.16 AUTHORIZED SIGNATURES

Checks drawn on the general fund or any special fund, with the exception of local school accounts, require the signature of the Chief School Financial Officer and the Superintendent. Checks drawn on local school accounts require the signature of the principal.

All checks used by the School System shall be pre-numbered. Checks drawn on Board funds may be signed and processed by electronic means, under the direction of the Chief School Financial Officer or Superintendent.

**REFERENCE(S): CODE OF ALABAMA
16-13A-1, 16-13A-8**

**HISTORY: ADOPTED: OCTOBER 15, 2012
REVISED:
FORMERLY: NEW**

7.17 LINE ITEM TRANSFER AUTHORITY

The Crenshaw County Board of Education shall retain control of the budget, once adopted, and all officials subject to the Board in the implementation of the budget shall adhere to Board policies.

Line items in the budget may be changed, with Board approval, at any time during the fiscal year provided such change is consistent with existing laws and regulations of the State and Federal government.

The Superintendent shall keep the Board informed concerning the status of the budget, and Board action necessitating expenditures shall be considered sufficient authority to exceed a line item if such action so requires.

**REFERENCE(S): CODE OF ALABAMA
16-13-143, 16-13-144**

**HISTORY: ADOPTED: OCTOBER 15, 2012
REVISED:
FORMERLY: NEW**

7.21 FEES and TUITION

The Crenshaw County Board of Education shall not collect fees of any kind from children attending public kindergarten or any of the first six (6) grades of the school system.

No fees shall be collected in secondary schools for courses required for graduation. The Crenshaw County Board of Education shall set reasonable fees in non-required courses, e.g., reasonable fees for laboratory and shop materials and equipment. Such fees shall be waived for students who cannot afford to pay set fees.

REFERENCE(S): CODE OF ALABAMA 16-10-6

HISTORY: ADOPTED: JULY 25, 1996

REVISED: JUNE 21, 2003; OCTOBER 15, 2012

FORMERLY: B-3, B-3.1

7.22 SCHOOL STORES

The Crenshaw County Board of Education authorizes the Superintendent to grant permission for the operation of stores selling merchandise that is needed by pupils to facilitate classroom instruction. School stores shall operate as a convenience to the students and shall not in any way interfere with the educational process or cause any student to be in class less than the minimum number of hours in the Crenshaw County Board of Education approved day.

Separate records, subject to audit, shall be kept for school stores, and profits derived from sales shall be used for general items supporting the school as a whole.

REFERENCE(S): CODE OF ALABAMA 16-8-9, 16-13A-1

HISTORY: ADOPTED: JULY 25, 1996

REVISED: OCTOBER 15, 2012 FORMERLY: B=3.3, B-3.5

7.23 PAYROLL PROCEDURES

Payroll Preparation

The Crenshaw County Board of Education delegates payroll preparation for the payment of employee salaries to the Superintendent or his/her designee. The payroll shall be in accordance with the salary policy approved by the Board, any rules or regulations promulgated by the State Superintendent of Education, and state law.

Payroll checks shall be released on the last working day of the month on a twelve (12) month basis.

Salary Deductions

The Crenshaw County Board of Education will make salary deductions which are considered statutory, including federal income tax, state income tax, retirement, etc., in accordance with applicable laws and regulations.

The Crenshaw County Board of Education will approve salary deductions when a minimum of 50 employees request such deductions as provided by law. The deductions shall be made from salaries and shall be remitted to the appropriate recipient as specified and in a timely manner following each deduction.

New authorization for payroll deductions may be added during open enrollment or upon state required enrollments.

Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay.

When amounts have been correctly deducted and remitted by the Crenshaw County Board of Education, the Crenshaw County Board of Education shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make the deductions.

Whenever an employee is separated from the system prior to the end of the contract period, the terminal pay shall be computed on a per diem basis.

All employee deductions which are eligible under Section 125 are to be considered as pre-tax deductions, with the exception of disability policies which are not to be pre-tax premiums.

The Board reserves the right to hold salary checks of employees who fail to furnish required data such as signed contracts, retirement forms, I-9 forms, grade reports, etc. Checks will be held only after such an employee has been requested to complete files and has failed to comply.

REFERENCE(S): CODE OF ALABAMA
16-22-6, 16-22-7, 16-9-32

HISTORY: ADOPTED: JULY 25, 1996
REVISED: OCTOBER 15, 2012 FORMERLY: B-2.1, B-2

7.24 TRAVEL EXPENSE REIMBURSEMENT

The Crenshaw County Board of Education directs the Superintendent and the CSFO to develop procedures which conform to sound principles of financial accounting and to state regulations for reimbursement of expenses of school personnel and Board members traveling on official school business.

**REFERENCE(S): CODE OF ALABAMA
16-8-9, 16-13A-1**

**HISTORY: ADOPTED: JULY 25, 1996
REVISED: OCTOBER 15, 2012
FORMERLY: B-23**

7.25 PAYROLL DIRECT DEPOSIT

The Crenshaw County Board of Education encourages employees to participate in direct deposit of payroll checks. Forms for indicating the banking institution, employee account number, and other necessary information shall be available through the payroll department.

Employees shall receive a statement showing gross pay, itemized deductions and net pay via United State Postal Service at the employee's home address of record. Payments that cannot be directly deposited shall be mailed to the employee's home address of record or shall be delivered by other means as directed by the Superintendent.

REFERENCE(S): CODE OF ALABAMA 16-8-8, 16-8-9, 16-9-32

HISTORY: ADOPTED: OCTOBER 15, 2012

REVISED:

FORMERLY: NEW

7.26 GOVERNMENTAL FUNDS

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

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

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. Debt Service Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt Service Funds should be used to report resources if legally mandated.

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

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

Nonspendable fund balances include amounts that cannot be spent because they are either not in spendable form or (b) legally or contractually required to be maintained in-tact. Examples of nonspendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include: inventories, prepaid items, and long-term receivables.

Restricted fund balances consist of amounts that are subject to externally enforceable legal restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Examples of restricted fund balances include: restricted grants.

Committed fund balances consist of amounts that are subject to a purpose constraint imposed by formal action of the Board before the end of the fiscal year and that require the same level of formal action to remove the constraint.

Assigned fund balances consist of amounts that are intended to be used by the school system for specific purposes. The Board authorizes the Superintendent or Chief School Finance Officer to make a determination of the assigned amounts of fund balance. Such assignments may not exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund. Assigned fund balances require the same level of authority to remove the constraint.

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

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

amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

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

REFERENCE(S): GASB STATEMENT NO. 54

HISTORY:

ADOPTED: OCTOBER 15, 2012

REVISED:

FORMERLY: NEW

7.31 FOOD SERVICE FUNDS

The Crenshaw County Board of Education requires that all Child Nutrition Program funds be accounted for in accordance with policies and procedures set forth by the local, state, and federal requirements.

**REFERENCE(S): CODE OF ALABAMA
16-8-8**

**HISTORY: ADOPTED: OCTOBER 15, 2012
REVISED:
FORMERLY: NEW**

7.32 INVESTMENT OF FUNDS

Based upon a written system of internal controls and operational procedures, the Superintendent or his/her designee may invest temporarily idle funds to earn the maximum return for the period available. Highest priority shall be placed on the safety and liquidity of funds. Funds may be placed in the following types of investments:

Bids from qualified depositories;

Certificates of deposit;

Time deposits;

Securities of the United States Government including obligations of the United States Treasury; or,

Investment pools managed and directed by an approved agency of the state.

The principal may invest temporarily idle internal account funds in qualified depositories at the best available return subject to the advice of Crenshaw County School System staff trained in investment practices and procedures.

Other investments may not be made unless specifically authorized.

REFERENCE(S): CODE OF ALABAMA
16-8-9, 16-13A-1, 16-13-2

HISTORY: ADOPTED: OCTOBER 15, 2012
REVISED:
FORMERLY: NEW

7.33 RESERVE FUNDS

The Crenshaw County Board of Education, in accordance with Alabama law, directs that a General Fund reserve fund balance be maintained of an amount not less than one month's operating expenditures. Operating expenditures shall include all funds necessary to support normal operations of the school district for one month. The Crenshaw County Board of Education sets as a goal to achieve and maintain a balance equal to one month's operating reserves. This goal does not replace the legal requirement specified in the previous paragraph.

The Superintendent or Chief School Financial Officer will inform the board, before the Board votes on a budget or budget amendment, if the approval of the budget or budget amendment will prevent the establishment or maintenance of a one-month's operating balance.

A one-month's operating balance shall be determined by dividing the General Fund expenditures and fund transfers out by twelve. In determining the General Fund expenditures and fund transfers out, the proposed budget or budget amendment, shall be used.

**REFERENCE(S): CODE OF ALABAMA
16-13A-5, 16-13A-9**

**HISTORY: ADOPTED: OCTOBER 15, 2012
REVISED:
FORMERLY: NEW**

7.34 LOCAL TAX REVENUE

Alabama State law requires that school districts collect school taxes equivalent to ten (10) mills in order to participate fully in the Alabama Foundation Program.

**REFERENCE(S): CODE OF ALABAMA
16-13-231**

**HISTORY: ADOPTED: OCTOBER 15, 2012
REVISED:
FORMERLY: NEW**

7.35 FOOD SERVICE CHARGED MEALS

The Alabama State Department of Education does not recommend charging meals of any type. The Crenshaw County Child Nutrition Program (CNP) cannot incur any expenses due to meal charging based on program regulations. It is the responsibility of the parent or guardian to pay for the meals a child receives. Prepayment for meals by the week, month, or year is recommended.

Each local school principal and CNP manager shall develop a contingency plan to provide meals to students in the event a student is without meal payment funds.

REFERENCE(S):
CODE OF ALABAMA
16-13A-1

HISTORY: ADOPTED: AUGUST 4, 2005
REVISED: OCTOBER 15, 2012
FORMERLY: B-7

7.40 BONDED PERSONNEL

The Superintendent and the designated Chief School Financial Officer (CSFO) shall be bonded at an amount fixed by the State of Alabama in a reputable surety company authorized to do business in Alabama. A certified copy of such bond shall be recorded by the Probate Judge in the Crenshaw County Probate Office and placed on file with the State Department of Education.

The Superintendent or his/her designee shall secure surety bonds, in an amount agreed upon by the Board, for all employees of the Crenshaw County School System who may be charged with the responsibility for handling public school funds.

The Board shall be authorized to make payment from public funds for surety bonds.

REFERENCE(S):
CODE OF ALABAMA
11-1-7, 16-13A-12

HISTORY: ADOPTED: OCTOBER 15, 2012
REVISED:
FORMERLY: NEW

7.41 INDEBTEDNESS

Any Crenshaw County school employee or other person shall be personally liable for creating any bill of indebtedness against a school or against the Crenshaw County Board of Education unless authority exists under duly adopted policy of the Crenshaw County Board of Education or unless authorized in writing by the Superintendent. Any employee violating the provisions of this rule may be subject to cancellation of his or her contract or dismissal from employment.

Bonded Indebtedness

The Crenshaw County Board of Education shall not incur any bonded indebtedness that shall require annual payments on the principal and interest in excess of eighty percent (80%) of the anticipated revenue of the ad valorem tax, gross receipts, and/or other taxes pledged to retire such bonds.

All proposed bond issues for the Crenshaw County School System shall be recommended by the Superintendent and approved by the Board and State Superintendent of Education prior to offer for sale.

Current Indebtedness

Tax proceeds, which are not pledged to retire bonded indebtedness, shall be used for current expenses. All funds borrowed for current expenses shall be repaid before the end of the fiscal year in which such funds are borrowed.

The Board shall not spend or obligate to spend more money in any fiscal year than the income received during that year plus the balance on hand at the beginning of said fiscal year.

REFERENCE(S):

CODE OF ALABAMA

16-13-70, 16-13-144, 16-13-145, 16-13-140

HISTORY: ADOPTED: OCTOBER 15, 2012

REVISED:

FORMERLY: NEW

7.42 INSUFFICIENT FUNDS AND WORTHLESS CHECKS

The face value of a check returned for insufficient funds (NSF) may not be absorbed as a cost by state, federal or public local funds since an uncollected check is considered a bad debt. The principal or other designated school administrator shall exercise due diligence in the acceptance of checks and in the collection of NSF checks. A list of individuals who have submitted bad checks during the school year is to be maintained in order to prevent the receipt of any further checks from those individuals.

Uncollected NSF checks may not be written off. Necessary actions must be taken to collect the check amount in compliance with and through the District Attorney's Worthless Check Unit. Documentation of those actions and procedures are to be maintained. A NSF fee if imposed by the bank shall be charged to the check writer for all returned checks whether collected or not. NSF fees may not be waived for any reason. Non-public funds must be used to cover any NSF check in state, federal or public funds accounts.

REFERENCE(S):
CODE OF ALABAMA
16-8-8, 16-13A-1

HISTORY:
ADOPTED: JULY 18, 2005
REVISED: OCTOBER 16, 2008; OCTOBER 15, 2012
FORMERLY: B-6

7.60 PURCHASING

I. Local Purchasing

- A. Pursuant to state law, the Board, when purchasing personal property or contractual services, shall give preference to commodities produced in Alabama or sold by Alabama persons, firms or corporations.
- B. The Crenshaw County Board of Education shall not be limited to making purchases within the local community or the state of Alabama when such local purchases within the local community or the state of Alabama do not meet the quality or competitive price of goods or services available from vendors outside the local community or state of Alabama.
- C. Preference may be given to a local vendor having a place of business in the county or municipality for the purchase of personal property, when a bid submitted by such a resident bidder is no more than three (3) percent greater than the bid of the lowest responsible bidder.
- D. Crenshaw County Board of Education shall require that a requisition/purchase order system be established and followed.
- E. A purchase order or Board-approved purchase card shall be required for all purchases. The purchase order shall be approved/signed by principal/worksite supervisor or Superintendent or designee prior to the purchase of any material, goods, services, or equipment.
- F. Failure to complete or secure proper purchase order approval(s) prior to any purchase will result in the individual(s) making the invalid purchase personally responsible for payment of the purchase. Any exceptions must be based on standards of reason that would be acceptable for consideration.
- G. The Board shall not spend or borrow funds in excess of anticipated revenues plus any balances on hand, except as provided by the Code of Alabama.
- H. No payment shall be made by the Chief School Financial Officer which exceeds ten (10) percent in any program area in the budget except as authorized by the Superintendent and the Board.
- I. All financial transactions of the Crenshaw County School System shall be paid for by check or electronic funds transfer and no cash payments shall be made.

- J. No purchases shall be made which obligate the income of a subsequent school year nor shall any purchases be made which encumber a School System fund or local school fund or account beyond the available resources of that fund or account.

II. Emergency Purchases

The Crenshaw County Board of Education grants the Superintendent the authority to approve purchases over the current maximum amount set in the State Bid Law (currently \$15,000) for labor, services or work, materials, equipment, supplies, other personal property or contracted services in emergency situations. Such situations shall be critical to the continued and efficient operation of the school and of the system. In all cases, the Superintendent shall be required to apprise the Board at its next regular meeting of any such emergency purchases.

**REFERENCE(S): CODE OF ALABAMA
41-16-50, 41-16-51, 41-16-57, 39-2-1 et seq.**

**HISTORY: ADOPTED: SEPTEMBER 21, 1998
REVISED: OCTOBER 15, 2012
FORMERLY: B-1.12**

7.61 BIDDING

The Crenshaw County Board of Education directs that expenditures of public-school monies in excess of \$15,000, exclusive of public works projects, made by the Board for labor, services, work, the purchase or lease of materials, equipment, supplies or any other personal property, with limited exceptions established by state law, shall be contracted by free and open competitive bidding with sealed bids and shall be awarded to the lowest responsible bidder meeting specifications.

All purchases associated with public works contracts (building, construction, renovation, demolition, etc. of capital projects) in excess of the current amount set by the State Public Works Bid Law (currently \$50,000) shall be made by contractual agreement via free and open competitive bidding in compliance with the Code of Alabama, Title 39, Chapters 1, 2, 3 and 5.

REFERENCE(S):

CODE OF ALABAMA

41-16-50, 41-16-51, 39-1-1, 39-2-2, 39-2-4, 39-2-5

LEGISLATIVE ACT 97-225

HISTORY:

ADOPTED: OCTOBER 15, 2012

REVISED:

FORMERLY: NEW

7.62 PROPERTY SALE, TRANSFER, DISPOSAL

The Crenshaw County Board of Education shall be advised by the Superintendent in the event that certain real or personal property is no longer needed for public school purposes. Prior to presentation to the Board, the Superintendent shall determine that the property is not needed by any Crenshaw County school facility. The Superintendent is authorized to store property for later use if that property is determined to have value and the Superintendent believes the property will be used in the future by a Crenshaw County School System facility.

The Board, upon receipt of such report, may at such time as it deems proper and at its discretion declare that such property is no longer needed for public school purposes.

Once real property is declared as surplus by the Crenshaw County Board of Education, the Superintendent or his/her designee shall be authorized to take appropriate action in disposing of such property as outlined below:

Obtain a fair market value of all real property and significant personal property.

Notify local governmental authorities that such property is no longer needed for school purposes and invite a proposal if there is a need for such property.

Follow the procedures in the manner prescribed by state law for the sale of real property.

REFERENCE(S):
CODE OF ALABAMA
16-8-40, 41-5-14

HISTORY: ADOPTED: OCTOBER 15, 2012
REVISED:
FORMERLY: NEW

7.63 LOST OR STOLEN PROPERTY

The principal or designee shall notify the following individuals when any Crenshaw County School System property has been vandalized, stolen, or lost:

The proper law enforcement agency immediately to provide such information as may be available if the property is believed to have been stolen;

The system office by telephone; and

In writing with a copy of such notice being sent to the Superintendent or the clerk of fiscal assets.

The custodian of the property records, or their designee, shall prepare a written report and recommendation to the Superintendent if the property is not recovered within thirty (30) days of notification.

The Superintendent shall report to the Crenshaw County Board of Education any property that has been lost or stolen if not recovered within thirty (30) days after the discovery of the loss or theft except major losses shall be reported to the Board immediately. Such a report shall include a recommendation that the property record be made inactive and any information applicable to personal liability shall also be reported.

**REFERENCE(S): CODE OF ALABAMA
16-8-9**

**HISTORY: ADOPTED: OCTOBER 15, 2012
REVISED:
FORMERLY: NEW**

7.64 PROPERTY MANAGEMENT

The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the Crenshaw County School System. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number, and shall be consistent with all controlling requirements of Alabama statutes and rules. School inventories shall be verified by administration at the Superintendent's direction.

All equipment that has a value or cost specified by the Crenshaw County Board of Education shall be listed.

Property inventories shall be performed annually. It shall be each principal's duty to designate a person to make an annual inventory of all school property within his/her building(s). This report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. Such inventory shall be verified by the central office and filed with the central office either at the time designated in writing by the property control officer or at the time of any principal's resignation.

Any incoming principal and the facilities supervisor shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the central office to identify any shortages or discrepancies.

The principal shall also be responsible for inventories of properties not listed in section I above such as library books, films and tapes, and other materials as deemed appropriate. These inventory records shall remain on file in the individual school.

The Superintendent shall prescribe the procedures for the accountability of property.

All equipment purchased by the various school organizations or by outside organizations for school or system use shall become Crenshaw County Board of Education property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.

The Superintendent or designee shall maintain a current and perpetual inventory of all stock in Crenshaw County Board of Education warehouses and shall file an annual end-of-the-year report of the count and value of such items with the finance department.

REFERENCE(S):
CODE OF ALABAMA
16-1-2, 16-8-9

HISTORY: ADOPTED: JULY 25, 1996
REVISED: APRIL 19, 2004; OCTOBER 15, 2012
FORMERLY: B-1.7.2

7.65 PURCHASE ORDERS

Purchase orders are required by the Crenshaw County Board of Education for all materials, equipment and supplies paid for from funds of the Crenshaw County Board of Education.

“Blanket” purchase orders may be issued by the Purchase Order clerk to vendors from whom materials are purchased on a regular basis. This blanket purchase order will be valid only during the month in which it is issued.

No purchases shall be made which obligate the income of a subsequent school year nor shall any purchases be made which encumber a school system fund or local school fund or account beyond the available resources of that fund or account.

REFERENCE(S):
CODE OF ALABAMA
16-13A-5, 16-13A-6, 41-16-50

HISTORY: ADOPTED: SEPTEMBER 21, 1998
REVISED: OCTOBER 15, 2012
FORMERLY: B-1.12

7.67 ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY

Acquisition

All property purchased through system funds, internal funds, or donations from outside sources shall be acquired using system purchasing procedures.

All property, including vehicular equipment, shall be under the full control and name of the Crenshaw County Board of Education.

All property with a value of five thousand dollars (\$5,000.00) acquired through internal accounts or donations shall be reported immediately by the principal or worksite supervisor to the designated property records office on the prescribed forms.

Principals and supervisors of facilities shall be responsible for determining that all property is identified and accounted.

Exchange - Each principal and supervisors of facilities shall determine the property needs for his/her school or department. The Crenshaw County principal or system department head shall declare any property which is not needed, upon approval of the designated property control office, and may requisition additional property through proper procedures.

Surplus property shall be reported on proper forms to the designated property records office which shall be responsible for acquiring and storing the surplus property.

Property items with a value as established in section I, paragraph C above may be exchanged between system departments and schools when allowed. Notification of each approval shall be filed in writing with the designated property records office to adjust property records of schools and system departments.

Crenshaw County Board of Education equipment (including vehicles) shall not be used for gainful outside employment or private use of employees or by any for profit group or organization.

REFERENCE(S): CODE OF ALABAMA
16-8-9, 16-8-40, 36-25-1,

HISTORY: ADOPTED: OCTOBER 15, 2012
REVISED:
FORMERLY: NEW

7.69 VENDOR RELATIONS

The Crenshaw County School System shall promote good vendor-system relations through honest and fair business transactions. The Board and its employees shall seek to secure quality services and products in the most economical manner. Favoritism of certain vendors shall not be the policy of the Board.

No member of the Board or employee of the Board shall accept a thing of value from any person, agency, or company doing or desiring to do business with the Crenshaw County School System. A thing of value is defined by the Code of Alabama, §36-25-1(32) as any gift, benefit, favor, service, gratuity, tickets or passes offered only to public officials, unsecured loan not made in the ordinary course of business, reward, promise of future employment, or honoraria. The terms specifically exclude campaign contributions; insignificant seasonal gifts; hospitality on a social occasion of food, beverages, tickets, and lodging of three (3) consecutive days or less; reasonable transportation, food, beverages and lodging incident to educational or informational purposes; promotional items commonly distributed to the public; and food and beverages of nominal value.

REFERENCE(S):

CODE OF ALABAMA

36-25-1(32), 16-8-9, 36-25-5 TO -7

HISTORY: ADOPTED: OCTOBER 15, 2012

REVISED:

FORMERLY: NEW

7.70 RISK MANAGEMENT INSURANCE

No new policy or procedure will be adopted or approved by the Crenshaw County Board of Education without first giving careful consideration to the School System's risk exposure.

When the purchase of insurance coverage is deemed necessary, such purchase will be made on the basis of service offered by the insurer or self-funded programs, the reliability and financial stability of the insurer or self-funded program, and the price of the coverage as competitively determined.

Insurance Coverage – The Crenshaw County Board of Education shall insure for:

Full value of all property for which it has title, including but not necessarily limited to buildings and contents.

Errors and omissions liability coverage to protect Board members, Board employees and the school system.

**REFERENCE(S): CODE OF ALABAMA
16-8-42**

**HISTORY: ADOPTED: OCTOBER 15, 2012
REVISED:
FORMERLY: NEW**

7.80 FINANCIAL OPERATIONS OF SCHOOL-RELATED ORGANIZATIONS

Each school shall choose one of the following options in order to meet the accounting requirements of school-related organizations set forth by the Alabama State Department of Education:

- Option 1 is for all funds generated by school-related organizations to be recorded in the local school's financial records and accounts.
- Option 2 is for the principal and the school-related organization's officer to have a signed agreement of compliance with the Alabama State Department of Education's Guidelines for Financial Operations of School-Related Organizations. The principal shall accept full responsibility to ensure that all organizations have complied with the signed agreement.

Failure of the principal to ensure that school-related organizations comply with all aspects of the agreement will result in a personal conference with the Superintendent followed by official corrective action to be placed in the principal's employment file. At the Superintendent's discretion the school could be made to accept option 1 as the procedures to be adopted at the local school.

Failure of the school-related organization to comply with the agreement will result in the organization being denied the right to raise money or conduct fund raisers on school property or on behalf of the school or to have option 1 as the only procedure available to the organization.

REFERENCE(S):
CODE OF ALABAMA
16-8-7, 16-8-9, 16-13A-1

HISTORY: ADOPTED: JULY 25, 1996
REVISED: OCTOBER 15, 2012
FORMERLY: B-3.7

7.81 LOCAL SCHOOL ACCOUNTING

General

The principal shall be responsible for the proper handling of all business affairs in the school. This includes the establishment of bank depository accounts, savings accounts, receipt and disbursement of funds, financial records and reports. The principal, as trustee, is responsible for replacement of student activity money improperly spent.

All money collected from students on school premises and all money collected at school-sponsored activities, on or off the premises, shall be accounted for through the school accounting system.

The use of a change cash account should be avoided if possible. If change cash funds are established, they may be used only to initiate the daily operation of school stores, school sponsored events and lunchrooms. Purchases may not be paid for from such funds.

Funds shall not be transferred from one account to another by borrowing or otherwise, except as authorized in writing by the principal, faculty sponsor, and student representative if applicable. (Note: In no circumstance shall funds be transferred from public to non-public accounts.)

All funds collected in a school shall be expended for the expressed purpose for which they were collected. All funds generated from continuing or recurring events, school store or athletic events should be used to support that activity and other purposes that will benefit the student body.

No contributions to fund-raising drives for charitable organizations may be made from the school's public funds. However, funds may be collected for such a purpose and should be recorded (receipts and disbursements) in the Accommodations Account.

Cash Receipts

Extreme care must be taken when receiving and recording receipts of cash by the school. The school principal is responsible for safeguarding this money and maintaining accurate records indicating the purpose for which this money is received. All funds received should be accounted for by a pre-numbered receipt form.

All money received must be deposited in the school's checking account. This checking account is to be an interest-bearing account established in a bank that is approved as a qualified depository by Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer.

All money received by the school should be deposited as promptly as possible, daily if feasible.

Money should never be kept in a school building overnight except change cash funds established to initiate the daily operation of school stores, school-sponsored events and lunchrooms. The principal, bookkeeper, or other school personnel shall not carry money on his/her person or keep money at home until it is convenient to deposit it.

Purchasing

The principal must ensure that good, sound business practices are followed regarding the purchase of goods and/or services from the school's funds. In order to control the purchasing, the principal should determine the need for the goods and/or services and the availability of funds, and then approve or disapprove the proposed purchase.

A purchase order or Board-approved purchase card shall be required for all purchases. The purchase order shall be approved/signed by principal/worksite supervisor or Superintendent or designee prior to the purchase of any material, goods, services or equipment.

A student body organization shall not be obligated for purchases made by students, sponsors, faculty, and others unless supported by a local school purchase order signed by an authorized person.

No purchases shall be made which obligate the income of a subsequent school year nor shall any purchases be made which encumber a local school fund or activity beyond the available resources of that fund or activity.

Cash Disbursements

The principal must ensure that all disbursements from the schools' funds are adequately documented and are made only by check. No petty cash funds shall be maintained, except those established to initiate the daily operations of school stores, school sponsored events and lunchrooms.

All disbursements shall be made by check to a specific payee. No check shall be made payable to cash. No other payments should be made by cash.

Travel

Only reimbursement for travel related to school business that has prior approval of the principal will be allowed.

Principals' travel reimbursements must have approval of the Superintendent.

Reporting

A cumulative and systematic record shall be kept of all accounts between the Board and individual schools in order that schools shall be responsible for their financial obligations and shall operate within budget regulations and individual school allocations approved by the Superintendent and the Board.

Each local school principal shall prepare a monthly financial report, to include all school accounts, and submit a monthly financial report signed by the person preparing report and principal to the Superintendent for inclusion in the School System's monthly annual financial reports.

REFERENCE(S): CODE OF ALABAMA
16-13-32, 16-13A-1, 16-13-235

HISTORY: ADOPTED: JULY 25, 1996
REVISED: OCTOBER 15, 2012
FORMERLY: B-3.7

7.91 SHORT-TERM NOTES

In accordance with state law, the Crenshaw County Board of Education has the authority during any fiscal year, and upon recommendation of the Superintendent, to borrow money in anticipation of current revenues for that fiscal year and to pledge the current revenues for said fiscal year for the payment of such loan or loans if funds on hand are not sufficient to meet current expenses. All such loans shall be recommended by the Superintendent and approved by the Board. Rates of interest on any loans shall not exceed the maximum allowed by law.

REFERENCE(S):
CODE OF ALABAMA
16-13-145

HISTORY: ADOPTED: OCTOBER 15, 2012
REVISED:
FORMERLY: NEW

7.92 PRIZES AND AWARDS

In order to promote academic excellence and recognize significant contributions to education, the Crenshaw County Board of Education may expend public funds for the purchase of trophies, plaques, academic banquets, and other appropriate honors to recognize academic achievements (including athletics) by students, faculty, staff, and the public that strengthen public education in the school system and the state of Alabama.

Non-public activities including parent organizations may give prizes and awards of nominal value to students and employees of the Board for any reason deemed appropriate and approved by the organization in documented minutes of the organization.

REFERENCE(S):

CODE OF ALABAMA

16-13A-8 LEGISLATIVE ACTS 95-313 AND 95-314

HISTORY:

15, 2012

REVISED:

FORMERLY: NEW

ADOPTED: OCTOBER

7.93 AUTHORITY TO EXPEND FUNDS

The Crenshaw County Board of Education grants authority to the Superintendent, subject to applicable laws, policies, and Board-approved budget limitations, to expend funds for budgeted operating expenditures, without advance Board approval of specific expenditures. All such expenditures shall be included in the monthly expenditure report to the Board. Any contract entered into by any employee of the Crenshaw County School System or any designee for duration of twelve (12) months or longer shall be approved by the Board.

The Crenshaw County Board of Education grants authority to the Superintendent to act on behalf of the Board in the following matters:

To apply for federal and/or other grants;

To enter into contracts and/or lease purchase plans; and

To serve as authorized representative for selection of surplus property.

REFERENCE(S):

CODE OF ALABAMA

16-8-9, 16-13-32, 16-13A-6, 16-13A-8

HISTORY: ADOPTED: OCTOBER 15, 2012

REVISED:

FORMERLY: NEW

7.94 DETERMINATION OF ALLOWABLE COSTS – FEDERAL FUNDS

Before instituting a financial transaction that will require the expenditure of federal funds, the Federal Programs Director and the Chief School Financial Officer or designee will determine that the proposed transaction meets the requirements of allowable costs for the federal program. Actions to determine allowable costs will assure that:

- The proposed expenditure is included in the federal program budget.
- The proposed expenditure is reasonable and necessary for the federal program.
- The proposed expenditure is consistent with procedures for financial transactions of the Board including purchase order procedures, contract review and approval procedures, and applicable competitive purchasing procedures.
- Appropriate documentation will be maintained to support the allowability of the transaction.

Before payments are made from federal funds, the Federal Programs Director and the Chief School Financial Officer or designee will determine that the federal program expenditure complies with generally accepted accounting principles and complies with state, local, and federal laws, rules, and regulations.

REFERENCE(S): CODE OF ALABAMA 16-8-40, 16-20-8, 16-20-9, Code of Federal Regulations 2C.F.R.200

HISTORY: ADOPTED: JUNE 13, 2017; REVISED: _____; FORMERLY: NEW

7.95 CONFLICT OF INTEREST FOR PROCUREMENT TRANSACTIONS

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

REFERENCE(S): CODE OF ALABAMA 16-8-40, 16-20-8, 16-20-9, Code of Federal Regulations 2C.F.R.200

HISTORY: ADOPTED: JUNE 13, 2017; REVISED: _____; FORMERLY: NEW

7.96 CASH MANAGEMENT OF FEDERAL FUNDS

The Board will minimize the time between the receipt of federal funds from the United States Treasury, the Alabama Department of Education, and other pass-through entities, and the disbursement of those federal funds. Funds will only be requested to meet immediate cash needs for reimbursement not covered by prior receipts and anticipated disbursements that are generally fixe. General disbursement will be made within 25 days after receipt of funds.

The Chief School Financial Officer will maintain financial records that account for the receipt, obligation, and expenditure of each federal program fund. The Chief School Financial Officer will routinely monitor cash balances in all federal programs. Board procedures will minimize cash balances and prevent federal fund cash balances from earning \$500 or more when maintained in interest bearing accounts. Federal program funds will be maintained in insured checking accounts that are subject to the state requirement for public deposits under the SAFE program.

REFERENCE(S): CODE OF ALABAMA 16-11-9, 16-12-3, Alabama Administrative Code 290-080-030-.03, Code of Federal Regulations 2CFR 200

HISTORY: ADOPTED: JUNE 13, 2017; REVISED: _____; FORMERLY: NEW

CHAPTER 8 – AUXILIARY SERVICES

8.10 SAFETY

The Superintendent shall develop a safety program for Crenshaw County Board of Education approval which meets the standards set forth by the Alabama State Department of Education. The program shall ensure that:

Employees shall cooperate with the law enforcement and local safety agency officials in providing safe conditions for students.

All Crenshaw County School System employees strive to protect the physical welfare of each student.

Employees remove hazards or report their existence to an immediate supervisor.

School alarm systems are monitored. Any malfunction shall be reported for immediate repair.

REFERENCE(S): CODE OF ALABAMA
16-1-2, 16-1-7, 16-8-9, 16-9-18

HISTORY: ADOPTED: AUGUST 6, 2012
REVISED:
FORMERLY: NEW

8.14 INSPECTIONS

As part of a comprehensive safety and loss control program, the Crenshaw County Board of Education requires that all Crenshaw County School System-owned property be inspected regularly for potential safety hazards. These inspections should be conducted by the person responsible for managing the site. Hazardous conditions identified within the inspection report should be reported to the maintenance department or other appropriate staff for correction.

REFERENCE(S):
CODE OF ALABAMA
16-9-18, 16-1-2

HISTORY: **ADOPTED: AUGUST 6, 2012**
REVISED:
FORMERLY: NEW

8.15 EMERGENCY DRILLS

Fire Drills – The Crenshaw County Board of Education requires that at least one (1) fire drill be held in each school during each month school is in session. A fire drill shall require complete evacuation of the building.

Weather Drills – At least one (1) severe weather (tornado) drill shall be held monthly at each school. Each Crenshaw County school shall keep a record on file of all emergency drills and shall forward a copy of the report to the Superintendent.

Bus Evacuation – At least one (1) bus evacuation drill shall be conducted prior to September 1 each year and one (1) prior to February 1 each year.

Campus Evacuation – At least one (1) campus evacuation drill shall be conducted each semester.

Procedures shall be developed as part of the Crenshaw County School System's Safety Plan to deal with other disasters and emergencies. Drills on such procedures, including lock down drills, will be conducted periodically.

REFERENCE(S): CODE OF ALABAMA
36-19-10, 36-19-11

HISTORY: ADOPTED: JULY 25, 1996
REVISED: AUGUST 6, 2012
FORMERLY: GA-2

8.20 SANITATION

Each Crenshaw County School System principal or work site supervisor or designee shall be responsible for maintaining satisfactory standards of sanitation and housekeeping.

REFERENCE(S): CODE OF ALABAMA
16-8-8, 16-8-43

HISTORY: ADOPTED: AUGUST 6, 2012
REVISED:
FORMERLY: NEW

8.30 VEHICLE INSPECTIONS

All Crenshaw County Board of Education buses used for the transportation of children shall be inspected both monthly and annually in accordance with standards established by the State Department of Education. Any vehicle found to be deficient shall be removed from service and shall not be used to transport students until the appropriate repairs have been made and further inspection reveals that the deficiency has been removed.

REFERENCE(S):
CODE OF ALABAMA
16-27-5

HISTORY: ADOPTED: AUGUST 6, 2012
REVISED:
FORMERLY: NEW

8.31 SPECIAL USE OF SCHOOL BUSES

School buses may be used for student trips or excursions to enhance instructional activities. The use of a school bus for such trips shall be strictly governed by regulations adopted by the Board and/or established by the Superintendent or administrative staff.

Application for the use of any school bus must be submitted to and approved by the Superintendent or his/her designee at least four (4) days prior to the date of anticipated use. Only qualified, licensed school bus drivers shall drive school buses on any trip or excursion, and the expenses thereof shall be paid by the local school. Only school pupils, school personnel, and appropriate school patrons shall be permitted to ride the bus on such trips. An employee who is regularly employed by the Board shall ride the school bus at all times when making such trips. In addition, appropriate school patrons may be used as chaperones.

The use of a school bus for a student trip or excursion shall not interfere with the regular transportation of students to and from school.

Each school must submit accurate mileage for the trip from the time the school bus leaves the driver's home or school until the school bus returns. Each school must submit to the Board a check for each mile traveled at the reimbursement rate currently approved by the Board. All damage beyond regular wear and tear will be paid for by the local school, other than damages resulting from an accident.

The Crenshaw County Board of Education will waive the mileage reimbursement charges for certain trips. In years of proration or other financial crisis, the Board shall determine if a waiver may not be possible. Trips for which mileage fees may be waived include:

Academic Competition – those events sponsored by the Crenshaw County School System where all schools are asked to participate, and supplements are paid to sponsors. Compensation for the driver(s) will remain the responsibility of the local school.

Band Performance – regular scheduled performances where students are representing the school. Weekend competitions (marching festivals, etc.) are not included in this waiver. Compensation for the driver(s) will remain the responsibility of the school or a booster organization.

Athletic Competition – regular scheduled athletic events and State-sanctioned play-offs. Compensation for the driver(s) will remain the responsibility of the local school. A maximum number of buses to be used for each trip will be established by the Superintendent based on the previous year's usage. Additional buses may be used, and appropriate charges shall be paid by the school.

REFERENCE(S):

CODE OF ALABAMA 16-8-8, 16-27-1

HISTORY:

ADOPTED: AUGUST 6, 2012

REVISED:

FORMERLY: NEW

8.40 CHILD NUTRITION PROGRAM

The Crenshaw County Board of Education shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.

It is an objective of the Crenshaw County School System that all students have the opportunity to participate in the school lunch program. The Child Nutrition Program Director shall determine, in accordance with federal regulations, those students eligible for free or reduced-price lunches.

The Crenshaw County Board of Education Child Nutrition Program (CNP) lunchrooms shall incorporate food safety practices as outlined under Hazard and Critical Control Point (HACCP) guidelines. Standard Operating Procedures (SOPs) shall be developed for handling, storage, preparation, and serving of all foods.

Students are prohibited from bringing carbonated beverages and/or fast food items in their original containers into the school lunchrooms.

The Superintendent is instructed to develop all policies and procedures in compliance with state regulations.

**REFERENCE(S): CODE OF ALABAMA
16-8-9, 16-22-3, PUBLIC LAW 91-248 PART 245, PUBLIC LAW 108-265 SECTION 204**

**HISTORY: ADOPTED: JANUARY 23, 2006
REVISED: AUGUST 6, 2012
FORMERLY: G-9**

8.41 MEAL PATTERNS

All Crenshaw County schools with grades PreK-12 shall participate in the Child Nutrition Program and shall serve student meals according to meal patterns established by the United States Department of Agriculture.

The principal is responsible for scheduling adequate lunch time for students between the hours of 10:00 a.m. and 2:00 p.m. Variations from this schedule must have the approval of the Superintendent or designee.

REFERENCE(S):
CODE OF ALABAMA
16-8-9

HISTORY: ADOPTED: JANUARY 23, 2006
REVISED: AUGUST 6, 2012 FORMERLY: G-8, G-9

8.42 UNCOLLECTED CHARGED MEALS

The Crenshaw County Board of Education does not permit students or adults to charge meals from the Child Nutrition Program (CNP). Uncollected charged meals are bad debts and are not an allowable expenditure for the Child Nutrition Program (CNP). The CNP director and principal of each school shall develop and oversee a written contingency plan to provide a nominal meal for students when they do not have money to purchase a meal. If the contingency plan allows students to charge a meal, the principal is responsible for eliminating any outstanding indebtedness of students by the end of each school year by utilizing a non-public fund source.

All adult meals will be paid for unless the meals are part of a special incentive program or the meals are for school food service employees.

REFERENCE(S):
CODE OF ALABAMA 16-8-9

HISTORY: ADOPTED: AUGUST 4, 2005
REVISED: AUGUST 6, 2012
FORMERLY: B-7

8.50 FACILITIES

It shall be the responsibility of the Crenshaw County Board of Education and Superintendent to develop and/or implement plans that will meet the present and future educational requirements of the community consistent with state laws. To discharge this responsibility effectively, the Board shall develop a long-range capital plan to meet the school facility-related requirements of the system.

The Board will involve administrators, teachers, students, parents, local citizen groups, specially designated committees, and technical personnel, e.g., architects, planners and approved outside consultants in the design, development and/or revision of the long-range capital program.

Subject to Board approval, the Superintendent is authorized to secure the services of experts, including planning and architectural consultant(s), in the area of school planning, to work with staff in developing project specifications.

New construction or renovation at school facilities shall have the approval of the State Superintendent of Education.

REFERENCE(S): CODE OF ALABAMA
16-9-17, 16-9-18, AAC §290-2-2-03(1)

HISTORY: ADOPTED: JULY 25, 1996
REVISED: OCTOBER 16, 2008; AUGUST 6, 2012
FORMERLY: B 3.4

8.51 SUPERVISION OF CONSTRUCTION

The Superintendent or designee shall provide to the Crenshaw County Board of Education a review of the architect's activities in his/her supervision of any building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the school system. The Superintendent or designee shall make periodic reports certifying that the work of the construction contractor and the architect are being performed in accordance with plans, specifications and contracts.

Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance will be made to the Crenshaw County Board of Education by the Superintendent.

Orientation of school personnel to new or expanded facilities shall be the responsibility of retained architects and shall precede any administrative recommendation for final acceptance of any project.

REFERENCE(S): CODE OF ALABAMA
16-9-17, 16-9-18, 16-13-90

HISTORY: ADOPTED: AUGUST 6, 2012
REVISED:
FORMERLY: NEW

8.53 IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS

Any individual or group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal and Superintendent for Crenshaw County Board of Education approval. Any such improvement or addition shall become the property of the Board. Permanent structures shall have utilitarian value in the operation of the school or may be erected in memory of an individual who has been associated with the school either as a student or Crenshaw County School System employee or in honor of an organization which has made some outstanding contribution to the school or system.

All improvements or additions must meet current building codes, including the Americans with Disabilities Act and State Department of Education Bulletin 1983-26 as amended.

REFERENCE(S):
CODE OF ALABAMA
16-8-9, 16-8-40

HISTORY: ADOPTED: AUGUST 6, 2012
REVISED:
FORMERLY: NEW

8.60 TECHNOLOGY AND TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

- I. The Crenshaw County School System shall develop a comprehensive technology and telecommunications plan for administrative and instructional purposes. The plan shall advance and promote public education consistent with technology advances and availability of resources. To the extent feasible, it shall promote access, collaboration, and information sharing between and among schools, system offices, and the global community and include provisions for protecting students from access to inappropriate and prohibited information and materials.
- II. The Superintendent or designee shall be responsible for establishing and authorizing use of technology, telecommunications services and networks consistent with the telecommunication plan which shall be presented to the Crenshaw County Board of Education for approval. Such plan shall be updated periodically and submitted for Board review and approval.
- III. Such guidelines shall be broadly distributed and/or posted in appropriate locations. Such guidelines shall address computer room access, sale of computer services, acceptable use, proper etiquette, security, vandalism, harassment, and supervision of student use by staff. Any user violating such guidelines shall be subject to denial of school-based access and such other legal or disciplinary actions as are appropriate to the violation.
- IV. Crenshaw County School System computers, network access, and other information resources such as electronic mail (e-mail) are provided for staff use to support the system's mission and goals. Access by staff and students to inappropriate and prohibited information and materials shall be limited by the use of appropriate software. All such resources are Crenshaw County Board of Education property and subject to the same rules for use as other physical property. In addition, the following rules shall apply:
 - A. Use of information resources should be limited to legitimate educational purposes. Programs for personal use should be avoided. Use for illegal or commercial purposes is prohibited.
 - B. E-mail, World Wide Web pages, and other forms of electronic documentation:
 1. Users shall not be obscene and shall not access or use abusive language or other inappropriate material.
 2. User information will require the same handling as other public records.
 - C. User accounts and passwords must not be shared except where authorized. The person in whose name an account is issued is responsible for its proper use at all times.
 - D. Copyright and license agreements will be respected; no unauthorized copies of programs or files will be made.
 - E. Users shall not take unauthorized actions which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, or destroy the data or service of the computer or network systems. (Access to data storage accounts and services are limited to selected

personnel.)

- F. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including chain letters and jokes, is not authorized.
- G. Users must avoid spreading computer viruses. Users may not download files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
- H. Connection of non-system-owned devices to the School System technology network must be approved by the Technology Coordinator or his/her designee.
- V. The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no expectation of privacy when using Crenshaw County Board of Education provided equipment and network resources.
- VI. Users must acknowledge their understanding of all policies and guidelines on a yearly basis by reading and signing the applicable Crenshaw County School System Acceptable Use Policy. The Crenshaw County School System will annually update the Acceptable Use Policy for Students and the Acceptable Use Policy for Employees.

REFERENCE(S):

CODE OF ALABAMA 16-8-9

CHILDREN'S INTERNET PROTECTION ACT

HISTORY: ADOPTED: JANUARY 26, 1998

REVISED: AUGUST 15, 2005; AUGUST 6, 2012

FORMERLY: S-35

8.61 REMOTE ACCESS

Purpose

The purpose of this policy is to define standards for connecting to the Crenshaw County Board of Education network from any internet host. These standards are designed to minimize the potential exposure of the Crenshaw County Board of Education to damages which may result from unauthorized use of Crenshaw County Board of Education resources. Damages include the loss of sensitive or confidential data, intellectual property, damage to public image, or damage to critical Crenshaw County Board of Education internal systems, etc.

Scope

This policy applies to all Crenshaw County Board of Education employees, contractors, vendors, and agents where a computer workstation or network capable device is used to connect to the Crenshaw County Board of Education network. This policy applies to all remote access connections to the Crenshaw County Board of Education network including those remote access connections used to do work on behalf of the Crenshaw County Board of Education, including reading or sending email and viewing intranet web resources. Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, and capable modems, etc.

Policy

It is the responsibility of the Crenshaw County Board of Education employees, contractors, vendors and agents with remote access privileges to the Crenshaw County Board of Education corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to the Crenshaw County Board of Education. General access to the Internet for recreational use by immediate household members through the Crenshaw County Board of Education Network on personal computers is not permitted. The Crenshaw County Board of Education employee is responsible to ensure that family members do not violate any Crenshaw County Board of Education policy, do not perform illegal activities, and do not use the network access for outside business interests. The Crenshaw County Board of Education employee bears responsibility for the consequences should the access be misused.

Requirements

Secure remote access must be strictly controlled. Control will be enforced via one-time password authentication or public/private keys with strong pass-phrases.

At no time should any Crenshaw County Board of Education employee provide their login password to anyone, not even family members.

Crenshaw County Board of Education employees and contractors with remote access privileges must ensure that their Crenshaw County Board of Education owned or their personal computer or workstation, which is remotely connected to the Crenshaw County Board of Education corporate network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.

Crenshaw County Board of Education employees and contractors with remote access privileges to the Crenshaw County Board of Education corporate network must not use non-Crenshaw County Board of Education email accounts (i.e., Hotmail, Yahoo, AOL), or any other external resources to conduct Crenshaw County Board of Education business, thereby ensuring that official business is never confused with personal business.

Reconfiguration of a home user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.

All hosts that are connected to the Crenshaw County Board of Education internal networks via remote access technologies must use anti-virus software available for their personal computers that has been recommended by the Crenshaw County Technology Operations Department.

Personal equipment that is used to connect to the Crenshaw County Board of Education corporate network must meet the requirements of the Crenshaw County Board of Education owned equipment for remote access.

Organizations or individuals who wish to implement non-standard remote access solutions to the Crenshaw County Board of Education production network must obtain prior approval from the Crenshaw County Technology Operations Department.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Technical Support

Technical support for home users will not be supported after hours. Limited technical support will be provided for home users by the Technology Operations Department during established working hours but will not receive priority over school or government offices.

Release

Remote access users agree to be bound by this agreement unless written notification is provided to the Crenshaw County Board of Education, Human Resources Department. Non-acceptance of this agreement will deny access for home usage. Users of this agreement also accept to hold harmless agents of Crenshaw County Board of Education and agree to accept remote access "as is" with no warranty for server-ability or usage.

Term Definitions

Remote User – Individuals or Administrators with proper security credentials that access the Crenshaw County Board of Education network from remote locations via the Internet, using secure protocols (i.e. Home users)

Cable Modem – Cable companies such as AT&T Broadband provide Internet access over Cable TV coaxial cable. A cable modem accepts this coaxial cable and can receive data from the Internet at over Mbps. Cable is currently available only in certain areas.

Challenge Handshake Authentication Protocol (CHAP) – CHAP is an authentication method that uses a one-way hashing function. DLCID Data Link Connection Identifier (DLCI) is a unique number assigned to a Permanent Virtual Circuit (PVC) end point in a frame relay network and has local significance only to that channel. Dial-in Modem-A is peripheral device that connects computers to each other for sending communications via the telephone lines. The modem modulates the digital data of computers into analog signals to send over the telephone lines, then demodulates back into digital signals to be read by the computer on the other end; thus, the name "modem" for modulator/demodulator.

Dual Homing – Dual homing is having concurrent connectivity to more than one network from a computer or network device. Examples include: Being logged into the corporate network via a local

Ethernet connection, and dialing into AOL or another Internet service provider (ISP); being on a Crenshaw County Board of Education provided remote access home network, and connecting to another network, such as a spouse's remote access; configuring an ISDN router to dial into the Crenshaw County Board of Education

and an ISP, depending on packet destination.

Digital Subscriber Line (DSL) – DSL is a form of high-speed Internet access competing with cable modems. DSL works over standard phone lines and supports data speeds of over 2 Mbps downstream (to the user) and slower speeds upstream (to the Internet).

Frame Relay – Frame relay is A method of communication that incrementally can go from the speed of an ISDN to the speed of a T1 line. Frame relay has a flat-rate billing charge instead of a per time usage. Frame relay connects via the telephone company's network.

ISDN – There are two types of Integrated Services Digital Network or ISDN: BRI and PRI. BRI is used for home office remote access. BRI has two “Bearer” channels at 64kbit (aggregate 128kb) and 1 D channel for signaling info.

Remote Access – Remote access is any access to the Crenshaw County Board of Education corporate network through a non-Crenshaw County Board of Education controlled network, device, or medium. Split-tunneling is simultaneous direct remote access to a non-Crenshaw County Board of Education network (such as the Internet, or a home network) from a remote device (PC, PDA, WAP phone, etc.) while connected into the Crenshaw County Board of Education corporate network via a VPN tunnel.

Virtual Private Network (VPN) – VPN is a method for accessing a remote network via “tunneling” through the Internet 6.0 Revision History

REFERENCE(S):

CODE OF ALABAMA 16-8-8

HISTORY: ADOPTED: AUGUST 6, 2012

REVISED:

FORMERLY: NEW

8.62 WELLNESS

The Crenshaw County Board of Education believes a good education prepares students for all facets of life, including healthy living. In accord with USDA and the Alabama State Board of Education's Implementation Guidelines for Exercise and Nutrition, the Board supports activities to encourage student wellness, including:

Integrating nutrition information across the curriculum, aside from the health curriculum, when appropriate;

Providing students opportunities for physical activity such as physical education courses and intramural athletics;

Adopting regulations regarding reimbursable meals consistent with federal guidelines;

Encouraging students to participate in the school meal program for which they are eligible; and

Supporting professional development for staff and informational programs for students on nutrition and physical education.

The Superintendent will designate an administrator to oversee the Board's efforts to promote student wellness and collaborate with parents, students, administrators and food authority representatives when developing student wellness policies and programs.

REFERENCE(S):

CODE OF ALABAMA 16-8-9, PUBLIC LAW 108-265 SECTION 204

HISTORY: ADOPTED: MARCH 27, 2006

REVISED: AUGUST 6, 2012 FORMERLY: GA-11

8.70 INFORMATION MANAGEMENT SYSTEM AND DATA GOVERNANCE

The Crenshaw County School System shall develop and maintain an integrated information system for educational management. The Superintendent or designee shall ensure compatibility exists with the state information systems. Procedures and guidelines shall be developed to ensure that adequate management information support needs are met.

The Crenshaw County School System adheres to all aspects of the *Family Educational Rights and Privacy Act (FERPA)* as it implements programs and procedures for collecting, managing, storing, transmitting, using, securing, reporting, and destroying data and student information. Appropriate use of data is essential to accelerating student achievement, planning, and school system program effectiveness.

School system data collection, management, and reporting is implemented according to Alabama State Department of Education guidelines and in a manner designed to preserve and protect individual and collective privacy rights and to ensure confidentiality and security of collected data. Local school and system student data is transmitted daily to the Alabama State Department of education data management system from which state and federal reporting is completed. Each student is assigned a unique student identifier upon enrollment into the student management system to ensure compliance with the privacy rights of each student and his or her parents/guardians. No personally identifiable individual student data is shared in either state or federally required reporting.

Data collected by the school system is maintained within a secure infrastructure. Access to data is limited to pre-identified staff whose job responsibilities include required data collection, analysis, reporting, and management. Training in data security and student privacy laws is provided to these individuals on a regular basis to ensure compliance with school system policies and state and federal privacy laws.

Policy 5.70 Student Records and Policy 5.71 Directory of Information describe additional school system policies and practices involving student data information.

REFERENCE(S):
CODE OF ALABAMA
16-8-9, 16-13-231

HISTORY: **ADOPTED: AUGUST 6, 2012**
REVISED: APRIL 8, 2013
FORMERLY: NEW

8.80 RECORDS RETENTION AND DISPOSAL

The Crenshaw County Board of Education shall establish and maintain a system for the retention and destruction of school records consistent with legal requirements to minimize record storage requirements and permit the Superintendent to administer the affairs of the Crenshaw County School System more efficiently.

After complying with the provisions of laws and rules, the Superintendent is authorized at his/her discretion to destroy general correspondence and other records, papers, and documents, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained according to Child Nutrition Program guidelines, and records of milk, bread and juice are to be maintained permanently.

Document Preservation Plan and Litigation Hold for Electronic Records

The Board shall adopt a document preservation plan to ensure that when a lawsuit is filed or reasonably anticipated, it takes special precautions to prevent the loss of potentially relevant electronic data. Electronic data includes all forms of electronic communications and records such as email, word processing, calendars, voice messages, videos, photographs and other digital information.

When a lawsuit is filed or reasonably anticipated, a litigation hold shall be issued to appropriate individuals, which shall define and identify records to be preserved and direct that the records be preserved and how to do so. A person receiving a litigation hold has a duty to preserve all records, whether existing or later created, in the person's possession or scope of responsibility that are identified in the litigation hold, effective immediately. A litigation hold suspends any board or divisional policies or procedures that might call for the destruction of electronic records under the recipient's control and protects and preserves all electronic records in their original electronic form. The board's duty to preserve records shall continue until the litigation, or the threat of litigation that prompted the litigation hold has ended.

After a lawsuit is filed and when the board receives a request from an opposing party for production of electronic records, the board's counsel and the board will determine the best approach to take in order to efficiently produce a complete and accurate response.

REFERENCE(S): CODE OF ALABAMA
16-8-9, 16-13A-6, 36-12-2, 36-12-40, 41-13-1 ALABAMA STATE RECORDS RETENTION SCHEDULE
#917

HISTORY: ADOPTED: AUGUST 6, 2012
REVISED:
FORMERLY: NEW

CHAPTER 9 – COMMUNITY RELATIONS

9.15 PARENT INVOLVEMENT: FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT

- I. The Crenshaw County School System and each school principal are encouraged to strengthen family involvement and family empowerment in the school. The Crenshaw County School System will coordinate and integrate parental involvement strategies with continuous improvement, Title I, Title II, Title III, Title IV, Title VI, community involvement programs, business partnerships, and other community involvement activities. Parents will be afforded substantial and meaningful opportunities to participate in the education of their children.
- II. The Crenshaw County School System will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective and comprehensive parent involvement programs which include the following:
 - A. Communication between home and school is regular, two-way and meaningful.
 - B. Communication between home and school includes conferences, telephone conversations, parent involvement meetings, written resource materials, community and system-wide surveys and needs assessments.
 - C. Responsible parenting is promoted and supported.
 - D. Family literacy and parenting skills are emphasized.
 - E. Parents play an integral role in assisting student learning.
 - F. Parents help their children meet challenging state and local content and achievement standards.
 - G. Parents are welcome in school and their support and assistance are sought.
 - H. Opportunities to volunteer are frequently communicated.
 - I. Parent participation on advisory committees strengthens program review, planning and improvement.
 - J. Parents are full partners in the decisions that affect children and families.
 - K. Community resources are utilized to strengthen school programs, family practices and student learning.
- III. The Crenshaw County School System will communicate parental choices and responsibilities to parents.

- IV. The Crenshaw County School System will provide professional development opportunities for staff members to enhance understanding of effective parent involvement strategies through the professional development plan.
- V. The Crenshaw County School System will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy
 - A. To determine the effectiveness of increasing parent participation;
 - B. To identify barriers to greater parent participation; and
 - C. To report the findings to the State Department of Education.
- VI. The Crenshaw County School System will use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the parent involvement policies.

**REFERENCES: CODE OF ALABAMA
16-8-8, 16-12-3
NO CHILD LEFT BEHIND ACT OF 2001**

**HISTORY: ADOPTED: JANUARY 21, 2003
REVISED: JANUARY 21, 2016
FORMERLY: S - 3 7
ALSO SEE POLICY 5.73 PARENT INVOLVMENT**

9.20 PUBLIC INFORMATION/RELATIONS

Because the schools belong to the people who created them by consent and who support them by taxation, it is the declared intent of the Crenshaw County Board of Education:

To keep the citizens adequately informed through appropriate channels of communication on policies, programs, problems, needs, and the planning of the school system and to carry out this policy through its own efforts and the office of the Superintendent.

To seek advice and opinion of the people of the community.

To require Crenshaw County School System staff members to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens and which would promote the welfare of the school system, provided that any news release by a particular school be approved by the principal or designee and that any release relating to the Crenshaw County School System as a whole shall be approved by the Superintendent or designee.

Media requests for interviews with students will be denied unless parental permission is given.

All requests by media organizations for interviews with employees and/or students during school hours shall be coordinated through the Superintendent.

REFERENCE(S): **CODE OF ALABAMA**
16-8-9
HISTORY: **ADOPTED: OCTOBER 15, 2012**
REVISED:
FORMERLY: NEW

9.30 USE OF FACILITIES

The Superintendent or designee shall have the authority to permit or deny for good cause a legitimate community group, citizens or a community organization to use the school system facilities or grounds for activities related to civic programs. When permission is granted, the Superintendent shall require appropriate supervision of the event by a school system employee or principal's designee and shall collect expenses for rental (if applicable), utilities, custodial services, and other costs. School organizations, clubs, and boosters shall have priority to all facilities. Facilities may not be used for commercial purposes unless it is to enhance the educational process of the system.

In cases of natural disaster or national emergency, such organizations as Civil Defense and the American Red Cross shall have use of any school facility that may be needed for the benefit of the public.

Acceptable Use of School Facilities

There shall be three methods by which individuals or groups may use school facilities:

Be registered in a class or activity listed in a school publication or newsletter;

Upon approval of an application for use of school facilities for groups such as youth associations; and

A lease or other agreement between the Crenshaw County Board and a group.

Charges for Use of School Facilities

A schedule of charges for facility rental/use, fees for supervisory, custodial, and/or food preparation workers and for utilities shall be established and published at least annually. Payments of fees and rental charges shall be made to the Crenshaw County Board of Education.

Application for Use of School Facilities

An application form shall be completed by the group sponsor or individual wishing to use a Crenshaw County Board of Education facility one time or on an extended basis (less than one year). Signed agreement to abide by published rules and regulations for use of school system facilities is required at the time of application.

Rules for Use of School Facilities

To ensure the Crenshaw County Board of Education's control and protection of school property, the following rules and regulations must be adhered to for the use of the school facilities:

The regular school program has priority at all times.

Request for use of school facilities should be made at least six weeks prior to the anticipated date in order to obtain Board approval and to avoid conflicts at the school and to allow for preparation for use.

Principals are responsible for ensuring supervision of school sponsored programs conducted on school premises. The principal or the principal's designee is also responsible for ensuring that adequate supervision and safeguards are provided for activities by outside groups.

Outside groups must be charged for custodial services (time and one-half regular pay plus benefits) during the activity. Custodial services include opening and closing the building. Custodial service fees must be paid to the school system bookkeeping department.

There will be no fee charged to school affiliated groups when the group is raising funds for the schools. Such groups include PTAs and booster organizations.

Non-partisan political rallies serving a broad community purpose may be conducted in school facilities. Such rallies must have an organized community group sponsor, and the sponsor may be charged a fee for the use of

the facility. To maintain the Board's non-partisan political stature, all opponents in a particular contest must be given equal opportunity to participate. Use by a particular candidate is prohibited.

Necessary food service personnel (paid time and one half-plus benefits) must be employed by the organization or group using the lunchroom to assure proper use and care of the kitchen and equipment. A lunchroom shall not be rented to outside groups for commercial purposes.

With limited exception, a certificate verifying the purchase of liability insurance must be presented to the Board at least twenty-four hours prior to the use of the facilities.

REFERENCE(S): CODE OF ALABAMA
16-8-8, 16-8-40, 36-25-5

HISTORY: ADOPTED: JULY 25, 1996
REVISED: OCTOBER 15, 2012
FORMERLY: B-3.4

9.40 ADVERTISING IN SCHOOLS

Crenshaw County School System facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency or individual organization; nor shall Crenshaw County Board of Education employees or students be employed in such a manner. Advertising on school buses shall be prohibited. The following are exceptions:

School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.

A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.

The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.

Demonstrations of educational materials and equipment shall be permitted with the principal's approval.

Schools may utilize facilities for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.

Nothing herein shall be construed to prevent advertising in student publications which are published by student organizations including, but not limited to, school newspapers and yearbooks.

**REFERENCE(S): CODE OF ALABAMA
16-8-9**

**HISTORY: ADOPTED: OCTOBER 15, 2012
REVISED:
FORMERLY: NEW**

9.50 DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS

Literature or materials which originate from out-of-school sources shall be approved by the Superintendent or designee prior to distribution to Crenshaw County School System students.

The principal shall prohibit all forms of canvassing or soliciting of teachers or students on Crenshaw County School System premises during school hours except as otherwise approved by the Superintendent. No literature or materials from out-of-school sources shall be distributed to homes by students without the approval of the Superintendent or designee. Student or school surveys by outside groups or organizations require the approval of the Superintendent or designee.

REFERENCE(S):

CODE OF ALABAMA 16-8-9

HISTORY: ADOPTED: OCTOBER 15, 2012

REVISED:

FORMERLY: NEW

9.60 VISITORS

The Crenshaw County Board of Education welcomes and encourages parents and other school patrons to visit the schools at appropriate times. Special programs and visiting days shall be planned throughout each school year to provide opportunities for such visits.

To protect instructional time and to promote safety and security in schools, visitors are asked to pre-arrange visits and schedule conferences in advance. All visitors are to report to the school office immediately upon arrival on school grounds and are to make the principal or other designated school personnel aware of the purpose of their visit.

Principals are responsible for establishing and communicating visitor procedures that ensure the proper protection of instructional time and that promote the safety and welfare of all students and employees. Principals are authorized to take actions necessary to deal with unauthorized visitors.

No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a Crenshaw County school while school is in session or attend any Crenshaw County school activity unless the adult sex offender does all of the following:

- A. Notifies the principal or the school, or his/her designee, before entering onto the property or attending the school activity;
- B. Immediately report to the principal of the school, or his/her designee, upon entering the property or arriving at the school activity; and,
- C. Complies with any procedures established by the school to monitor the whereabouts of the sex offender during his or her presence on school property or at a school activity.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3, AAC §290-3-1-.02(a)
LEGISLATIVE ACT 2014-241**

HISTORY:

**ADOPTED: 10/15/2012
REVISED: 04/25/2016
FORMERLY: NEW**

9.70 RELATIONS WITH GOVERNMENTAL AUTHORITIES

The Crenshaw County Board of Education will cooperate with local, state, and federal organizations and agencies when it is in the best interest of the system.

The Superintendent may initiate or accept proposals and requests for cooperative endeavors. Final action shall be subject to Board review and approval.

Community relations of a continuing nature may be temporarily approved by the Superintendent if they involve no cost to the system and will neither disrupt the school system nor involve substantial use of facilities or personnel.

Formal agreements shall require Board approval. The Crenshaw County Board of Education shall also review and approve major cooperative agreements or arrangements between other school systems, colleges, universities, correctional schools, or other educational organizations.

Guidelines related to joint activities and requests for cooperation shall address costs which may be incurred, the extent of school personnel involvement, and prior agreements or arrangements with the same or similar organizations.

REFERENCES: **CODE OF ALABAMA**
16-1-30, 16-8-9

HISTORY: **ADOPTED: OCTOBER 15, 2012**
REVISED:
FORMERLY: NEW

9.80 PUBLIC GIFTS TO SCHOOLS

The Crenshaw County Board of Education may receive gifts which may serve to enhance and extend the work of the schools.

Equipment contributed to the schools becomes the property of the Crenshaw County Board of Education and is subject to the same controls and regulations that govern the use of other Board property.

Contributions of equipment or services that may involve major costs for installation or maintenance or continuing financial commitments from school funds shall be presented by the Superintendent to the Crenshaw County Board of Education for consideration and approval.

Individuals or organizations desiring to contribute supplies or equipment shall consult with school officials regarding the acceptability of such contributions in advance of the contribution.

All employees in a position to receive gifts in the name of a school or the school system shall apply a test of “reasonableness” to the gift. Reasonableness may be defined as anything that might not be construed to influence the decision makers in the purchase of school-related goods and services.

All employees must abide by the Alabama Ethics Law.

REFERENCE(S): CODE OF ALABAMA
16-8-9, 36-25-7

HISTORY: ADOPTED: OCTOBER 15, 2012
REVISED:
FORMERLY: NEW

9.91 RELATIONS WITH EDUCATION RESEARCH AND SERVICE CENTERS

It is the policy of the Crenshaw County School System to cooperate with the colleges, universities, and other agencies in promoting potentially profitable research. In such instances of cooperation, the following procedures shall govern research projects conducted within the School System:

Research Projects Using School System Data

Requests for permission to conduct research projects utilizing School System data, students, or collective groups of employees must be submitted to the Superintendent in written form for review and approval prior to initiating such projects.

Projects Using Individual Employees

Requests by various colleges, agencies, etc. to an individual employee(s) to complete questionnaires, opinion surveys, etc. relative to professional perceptions, thoughts, methods, etc. may be completed at the individual employee's discretion. However, any such requests involving factual information regarding School System data, students, parents, etc. should be directed to the Superintendent for review and approval prior to completing such research instruments.

Individual Employee Research Projects

Requests by individual employees to conduct personal or college related research projects utilizing School System data, students, parents, etc. should be directed to the Superintendent for review and approval prior to initiating such projects.

REFERENCE(S): CODE OF ALABAMA 16-8-9

HISTORY: **ADOPTED: OCTOBER 15, 2012**

REVISED:

FORMERLY: NEW