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PHILOSOPHY

The Marengo County Board of Education recognizes that no one philosophy of education can express the sentiments or beliefs of all teaching personnel. Generally, however, education is perceived as a process of growth and includes the mental, moral, emotional, physical, and spiritual aspects of the individual. Each child is seen as a unique person who possesses certain potentials, needs, aspirations, and interests. As each pupil is different, it is the purpose of education to provide him with different experiences in school which will enable him to achieve his maximum potential so that he may be a useful and productive member of society.

It is understood that though all children will not learn all things equally well, all should have an equal opportunity in the pursuit of education; thus, the Board will attempt to balance its program to provide for the varied interests and needs of the pupils of the schools.

The Board accepts the conclusion that the education of children is a comprehensive program which must be undertaken in cooperation with other institutions of society and will seek to establish and maintain strong ties with parents and community programs.

GOALS AND OBJECTIVES

The Marengo County Board of Education has established the following broad goals of education for each student:

1. Intellectual Discipline

Knowledge of the basic skills such as reading, writing, and arithmetic in the early elementary grades, accompanied by the study of mathematics, science, history, English, and other languages in the higher grades;

Development of skills, knowledge and attitudes necessary for effective communication, including listening, speaking, reading and writing.

2. Economic and Occupational Competence

Knowledge of the fundamental economic structure and processes of the American system and the opportunities for the individual citizen in the system;

Development of skills and associated knowledge and attitudes necessary for making intelligent choices for entering and processing in the world of work;

Competence in the application of economic knowledge to such practical functions as handling personal finances and participating in community economic affairs

3. **Citizenship and Self-Understanding**

Knowledge of comparative political systems with emphasis on the democratic institution, the American heritage, and the responsibilities of citizenship;

Practice and skills in participating in the political process and understanding of how political decisions are made;

Development of skills, knowledge and attitudes necessary for becoming a responsible citizen for understanding himself and his values as they relate to society.

4. **Physical and Environmental Health and Ecological Balance**

Development of skills and knowledge of the requirements for personal hygiene, nutritional consumption and physical exercise to maintain personal health. Knowledge of the dangers of addiction to harmful practices or consumption of harmful materials;

Knowledge and understanding of the physical world and the relationship of the individual to it. Competence in recognizing and preventing environmental, ecological and health problems.

5. **Creativity and the Arts**

Knowledge and appreciation of the fine arts as they are an integral part of the individual's life.

6. **Community and Life-Time Education**

Commitment to education for the entire community to provide means for economic improvement, cultural development, and enrichment of personal and family lives;

Encouragement of citizens to utilize school facilities for community and educational purposes whenever possible;

Appropriate physical education and recreational athletic opportunities aimed at physical fitness and participation in lifetime sports.

FILE: IC

CURRICULUM DEVELOPMENT

The Marengo County Board of Education maintains that curriculum development should be a continual process always reflecting the assessed needs of the students in the School System. The Superintendent and his staff shall periodically conduct curriculum review and analysis and report the findings to the Board.

FILE: ID

CURRICULUM DESIGN

The Superintendent shall be responsible for coordinating and maintaining the instructional program in accordance with the provisions of the state constitution, state statutes, rules and regulations of the State Board of Education, and policies of the Marengo County Board of Education.

The organization and scheduling of subjects in the curriculum of the school system shall conform to the requirements of the State Department of Education.

FILE: IDA

BASIC PROGRAM

The basic program of instruction in grades K-8 in the Marengo County School System shall include instruction in reading, language arts, mathematics, science, social studies, computer literacy, art, music, and physical education. All of these subject areas shall be taught by properly certified personnel.

Daily physical education classes shall be conducted for all students in grades K-8. These classes as other basic instructional program units shall be taught or supervised by properly certified teachers.

The Marengo County Board of Education in compliance with State Board of Education regulations requires that all curriculum components taught within the System be clearly defined and coordinated from grade level to grade level. The Board requires the Superintendent to develop and maintain a comprehensive curriculum plan. This plan shall include opportunities for students to develop higher-order intellectual skills such as logical thinking and creativity.

The Board, Superintendent, and other members of the System's staff shall periodically review the status of the System's curriculum plan and assess the degree to which students appear to be accomplishing the objectives contained within the plan.

FILE: IDB

HEALTH EDUCATION

The Marengo County Board of Education shall offer a one semester comprehensive health education course to all students at the tenth grade level. The contents of the course shall be in accordance with guidelines developed by the State Department of Education.

One half unit of credit shall be awarded for successful completion of the course. The course is required for graduation.

FILE: IDBA

DRUG EDUCATION

The Marengo County Board of Education authorizes the establishment of a drug education program, to be taught all grade levels, which is comprehensive in scope and directed toward the acquisition of factual information to promote the development of positive attitudes and values. The program shall concentrate on the physical and psychological causes of drug abuse as well as its consequential effects and symptoms in order to establish an effective program of prevention.

Ref: Ala. Code 16-41-1 to -4(b), 16-41-7, 16-2-2, 16-2-4.

FILE: IDBB
Adopted: April 26, 2005

SEX EDUCATION

The Marengo County Board of Education will follow the Alabama Course of Study guidelines (The Code of Alabama, 1975, Abstinence Law, Appendix C) in regards to teaching sex education. Students will receive sex education in the one-half unit of Health Education in high school.

CARDIOPULMONARY RESUSCITATION INSTRUCTION

All high school students will receive CPR instruction in health class. This will be accomplished when the student has to take the required one-half unit of Health Education between the grades of 9 through 12. The health teacher who is certified as a CPR Instructor through the American Red Cross or the American Heart Association will teach this class.

- A. CPR classes will be a part of the lesson plan for students enrolled in health education classes.
- B. The health teacher will be responsible for teaching the classes and in keeping his/her instructor status valid and up-to-date.
- C. The health teacher will instruct the students in Community First Aid and Safety which should include adult CPR, child CPR, infant CPR, and first aid.
- D. This curriculum should follow the American Red Cross or the American Heart Association criteria.
- E. Rosters of class attendance will be kept as proof of attendance.
- F. The school nurse will check for valid instructor certification annually. This certification will be kept in the employee's files.

These activities will be monitored annually by the school nurse for compliance and accuracy on the instruction in the classroom and on the validity of the instructor's certification. It will be the responsibility of the health teacher to schedule the required classes and teach them accordingly.

FILE: IDBD
Adopted: April 26, 2005

SUICIDE PREVENTION

The Marengo County Board of Education will follow health education guidelines listed in the Alabama Course of Study for suicide awareness, prevention, and education.

Instructional classes regarding suicide awareness, prevention, and education will be provided for high school students during the one-half Health unit that is required. This program will be age-appropriate, factual, and informative. Classes that focus on self-esteem, self-worth, and conflict resolution will be taught during the Health class as part of suicide prevention.

FILE: IDCA

DISADVANTAGED

In keeping with its desire to provide the best possible education for all students, the Marengo County Board of Education shall provide special education programs for the disadvantaged student. The Board upon recommendation of the Superintendent, shall take advantage of federal programs offered in this educational area.

FILE: IDCB

REMEDIAL

The Marengo County Board of Education, in compliance with State Department of Education regulations, shall provide an individualized program of instruction for each student who fails to demonstrate acquisition of predetermined levels of knowledge and skills appropriate for the expected performance level of that particular student. The Board will assign the number of teachers and other resources necessary to improve the performance of each student to his individual level of expectancy.

FILE: IDCC

GIFTED STUDENT

The Marengo County Board of Education shall provide special education opportunities to students who are identified as gifted or talented by virtue of outstanding abilities, capable of high performance, and require differentiated educational programs and services beyond those normally provided by the regular school program. Students will be identified as gifted only after evaluation by staff members and/or consultants who are qualified to conduct such evaluations.

FILE: IDCD

DRIVER TRAINING

The Marengo County Board of Education shall provide each high school aged student in the tenth grade an opportunity to take a driver education course; provided, that the child or the child's parents shall have notified school officials of their need for such a course during the preceding semester. School officials shall notify children and parents during the preceding semester of the notice requirement in sufficient time that a declaration of course need may be submitted.

The notification from the Board to the students and parents of course availability shall contain information relative to course fee and the fee waiver in cases of financial hardship. At present no fee is being assessed, but this determination shall be made annually.

Ref: Ala. Code 16-40-51.

FILE: IDCE

SPECIAL EDUCATION

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

The Superintendent shall be instructed to include within this plan procedures which fully comply with the equal protection and due process clauses of the Constitution as these relate to (1) identification; (2) testing procedures relative to assignment; (3) actual assignment and instruction; and (4) other legal aspects concerning exceptional children.

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

FILE: IDD
CF: JH

CO-CURRICULAR ACTIVITIES

The Marengo 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 worthwhile 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.

FILE: IDE

INTERSCHOLASTIC ACTIVITIES

The Marengo County Board of Education requires that the Superintendent and/or principals approve all agreements to enter students in interscholastic activities.

Ref: Ala. Code 16-8-7, 16-8-8.

FILE: IDF

ADULT EDUCATION PROGRAM

The Marengo County Board of Education promotes the Adult Basic Education program by providing facilities and other resources for the program's operation.

The Adult Basic Education curriculum shall be designed for those adults, sixteen years old and over, not enrolled in a public school. Such enrollees shall have been out of school for at least one year to be eligible to enroll in the program. (The Superintendent shall be empowered to waive this requirement under unusual circumstances.)

Participants who complete the program may take the examination to receive a Graduate Equivalency Diploma (GED), but are not eligible to receive a regular high school diploma.

VIRTUAL SCHOOL

The Marengo County School System will provide a virtual pathway or virtual education option for students in grades 9 – 12. Students enrolled will complete coursework virtually from their computers.

Students must meet the following eligibility criteria to participate in the virtual pathway:

- A. Have access to the internet and to a computer outside of school.
- B. Be proficient in reading, writing, and math.
- C. Maintain minimum overall GPA of 2.0 on a scale of 4.0 in courses taken during the current academic year.
- D. Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and/or tests.
- E. Remain a student in good standing of the Marengo County School System.
- F. Adhere to the Academic Integrity Contract.

Students must meet the established attendance and academic progress criteria which will be monitored by Marengo County School System staff. All full-time virtual students will be enrolled as a student in the high school zone in which they reside. These students will be counted in the average daily membership. All full-time virtual students will participate in all state testing and accountability requirements. Upon satisfying all graduation requirements, students enrolled in the virtual pathway will receive an Alabama High School Diploma.

Students enrolled in a virtual pathway are eligible to participate in extracurricular activities in the school in which they are enrolled, according to attendance zone. They are subject to the same requirements, including Alabama High School Athletic Association rules.

Students enrolled in a virtual pathway shall be exempt from any provision of general law, local law, or administrative rules that apply to the traditional delivery of instruction, including but not limited to, requirements to the physical presence of a student, transportation obligations, and time requirements, to the extent any of the forgoing conflict with the delivery of the virtual program.

Any online course delivery that is not provided by the Alabama State Department of Education shall be accredited by an institution recognized pursuant to administrative rules adopted by the Alabama State Department of Education. Course work offered through the virtual program shall contain the required content as identified in the applicable Alabama Course of Study.

Students participating in the virtual school option are subject to the following attendance requirements which may involve reporting to the school campus:

- A. Virtual school or course orientation.
- B. Guidance, counseling, and advisement sessions.
- C. Conferences called by the teacher, counselor, or administrator.
- D. Tests, quizzes, or assessments required by the teacher, school, state, or federal agencies.
- E. Daily access of virtual course content and satisfying pacing benchmarks as established by the teacher.
- F. Meet all practice, rehearsal, participation, and eligibility requirements to maintain membership in an extracurricular activity.

ACADEMIC INTEGRITY CONTRACT

Marengo County Virtual School students must sign a commitment form attesting to academic integrity regarding each of the following topics. If a student fails to abide by these policies, the student will be removed from the course with a failing grade and will be subject to other consequences as determined by Marengo County Virtual School System Administrators.

- All work must be completed by the students alone.
- Any collaboration among students must be pre-approved by the teacher.
- Plagiarism will not be allowed in any form. This will include copying or using the ideas or words of others and presenting them as one's own.
- Students will not allow others to copy their work.
- Content from the Internet will not be misused or misrepresented.

If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by Marengo County Virtual School Administrative Staff, the distance learning teacher, and the local school system, and will be subject to removal from the course with a failing grade.

Student Signature _____

Date _____

Parent Signature _____

Date _____

CAREER/TECHNICAL COOPERATIVE EDUCATION

The Marengo 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:

- A. Is related to existing employment opportunities which offer promotion and advancement.
- B. Is related to the student's occupational objective.
- C. Does not displace other workers who can perform such work.
- D. 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:

- A. The student and his/her parent(s)/guardian(s) must select the cooperative career/technical course(s) as an elective.
- B. The student and his/her 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.
- C. All transportation costs must be borne by the student and his/her parent(s)/guardian(s).
- D. The student meets prerequisites for the cooperative career/technical course selected as described in the current Marengo County School System course catalog.

CAREER/TECHNICAL EDUCATION SAFETY POLICY

Students participating in a Career/Technical Education classroom/lab must be given instructions in safety. Each student is required to practice safety in every activity in which he/she may engage. Safety is included in each course of study as an important phase of training. Disregarding appropriate safety requirements and/or procedures may be grounds for dismissal from the Career/Technical Education (CTE) program.

It is recommended that all students who participate in CTE courses, which include lab activities, be encouraged to maintain an accident insurance policy for his/her protection.

Safe buildings, grounds, and equipment shall be maintained to minimize accidents or injury to students, employees, and other citizens. Protection from such dangers as fire, natural disasters, mechanical, electrical malfunction, and other hazards shall be provided. The director/administrator shall make periodic evaluative reports concerning their adequacy in terms of student care and safety.

The Superintendent shall develop a district-wide safety and fire prevention program that coordinates the requirements of the fire marshal and civil defense program with appropriate school and community officials. Buildings shall be planned, equipped, and maintained in accordance with appropriate local, state, and federal building codes and safety regulations. Buildings shall be provided with fire and tornado alarm systems and workable fire extinguishers.

Safety instruction, which includes accident prevention, safety drills, and disaster procedures, shall be stressed at all grade levels. Expertise of fire prevention experts, health officials, and other community services shall be incorporated into the total safety program. Special emphasis shall be placed upon supervision within classrooms and on requirements concerning safety precautions in the lab area. Proper supervision of students and others using the building shall be required at all times.

CAREER/TECHNICAL EDUCATION LIVE WORK POLICY

“Live Work” is work performed by students as part of their training in Career/Technical Education. This work must be done in the school facilities and includes service, repair, or production jobs of any kind excluding work performed by students in the Career/Technical Cooperative Program.

Live work must be related to the training program and must provide a learning experience for the student. Live work should not compete with private enterprise. Instructors are responsible for following all regulations which detail the appropriateness, scheduling, costs, collection of fees or charge, and release of school liability.

DEFINITION

“Live Work” is work performed by students as part of their training program. Such work must be done in school and includes service, repair, or production jobs of any and all kinds, excluding work performed by students enrolled in Career/Technical Cooperative Programs.

RELATIONSHIP TO TRAINING

Live work will be conducted when in the opinion of the instructor the training program requires such projects for students to acquire occupational skills leading to employment. Live work will be assigned to individual students by the instructor(s) as part of the student’s training program and will conform to standards established by the State Board of Education.

Live Work will be scheduled for an individual or groups of students to correlate with the instructional unit with which the live work is associated. Live work shall be accepted in terms of its appropriateness and need in the training program rather than for production and/or accommodation.

ADMINISTRATION

Administration and control of live work shall reside with the career/technical coordinator or school principal. All live work must be approved by the career/technical coordinator, school principal, or designee and conducted in accordance with these and other policies issued by the Marengo County Board of Education as the need arises. The instructor shall be responsible for the determination and collection of all charges and maintenance of appropriate records, which must be deposited in the school account.

ELIGIBLE LIVE WORK RECIPIENTS

Live work will be performed in specific classes for specific projects for specific individuals and organizations. The scope and extent of each project will be well defined and documented before acceptance. Live work projects can be conducted on priority basis for:

- A. Students.
- B. Those persons directly connected with education.
- C. Other tax supported programs and institutions or charitable organizations.
- D. Other individuals and organizations if:
 - 1. Such live work is not designed for competition with private enterprises.
 - 2. The circumstances involved justify the acceptance of the live work project.
 - 3. The instructor can justify why the live work is necessary for the training program.

RELEASE OF SCHOOL LIABILITY

The person, program, institution, or organization for which live work is done shall:

- A. Accept the work performed by the students and assume all responsibility for the completed workmanship.
- B. Bear all actual costs of materials and parts involved.
- C. Pay the service charge according to the schedule as prescribed in the next section (Service Charge for Live Work).
- D. Sign an agreement to the above conditions and specifically stipulate the work to be performed.

SERVICE CHARGE FOR LIVE WORK

The total charges (cost plus a service charge) for live work will be as follows:

- A. Actual cost of parts and/or materials, plus twenty percent (20%) for the service charges.
- B. For projects that do not involve costs of parts and/or materials, a service charge may be collected at the discretion of the instructor.

Funds collected from service charges on live work projects shall be used for routine maintenance, repair and replacement of equipment, and for operation and maintenance of shops.

RESTRICTIONS ON LIVE WORK

Live work will not be conducted to compete with private enterprise; and, as such, neither the school system or school employees will receive economic profit from live work. Live work is restricted as follows:

- A. Live work may be performed only when tasks are directly related to the skills currently being taught in the classroom as part of a sequenced course of study. Tasks should not be taught out of sequence in order to accommodate live work.
- B. No person shall use career/technical facilities, equipment, or any live work for personal gain or profit.
- C. Live work conducted for student experiences must be conducted during actual class periods.

FILE: IE

INSTRUCTIONAL RESOURCES

The Marengo County Board of Education maintains that teachers should be encouraged to avail themselves of the wide range of instructional materials at their disposal. Textbooks, supplementary materials in their own rooms as well as in their school libraries, the popular media (newspapers, radio, television), and resources within the community are just some of the instructional aids to which teachers may have access.

Ref: Ala. Code 16-8-28, 16-9-21.

FILE: IEA

INSTRUCTIONAL MATERIALS

The Marengo County Board of Education strongly encourages the utilization of a wide variety of materials and equipment in the instructional program. The selection of media should be determined by the objectives of the course and the experiences and activities to be provided in efforts to meet such objectives. Teachers are encouraged to keep abreast of the types of materials and equipment which can contribute toward meeting the goals and objectives of courses. Teachers are further encouraged to assist the administration in the selection and purchase of such materials and equipment for the school.

FILE: IEAA
Revised March 15, 2001

TEXTBOOK SELECTION AND ADOPTION

The Marengo County Board of Education shall approve all textbooks used in the School System. A textbook committee shall be appointed by the Board upon recommendation of the Superintendent, and members shall serve for a period of one year. The selection and adoption of textbooks shall be in accordance with the provisions of Alabama law.

FILE: IEAB

EQUIPMENT AND SUPPLIES SELECTION AND ADOPTION

The Marengo County Board of Education encourages teachers to discuss their instructional supply needs with their immediate supervisor. All instructional materials must be approved for purchase in accordance with the established rules and regulations of the Board.

FILE: IEB

INSTRUCTIONAL SERVICES

The Marengo County Board of Education encourages the utilization of a variety of instructional services including resource teachers, specialists, teacher aides, etc., to support the instructional program. Instructional services will be made available to schools to the extent budgetary considerations will allow.

FILE: IEBA

TEACHER AIDES

The Marengo County Board of Education recognizes that teacher aides increase the effectiveness of the teacher in the classroom. To be eligible for employment as an aide, one must fulfill the following criteria:

- (1) The applicant shall have at least a high school diploma or its equivalent.
- (2) The applicant shall have a valid Alabama Substitute Teacher Certificate.

SCHOOL LIBRARIES/MEDIA CENTERS

The Marengo County Board of Education believes that the school library/media center is a fundamental part of the educational process. The availability of many materials in a variety of formats presents to students and teachers the possibility of selecting the media best suited for individual need and mode of learning.

Each school in the System shall maintain a school library/media center under the direction of a state certified librarian/media specialist. Students and staff members may have access to a variety of books, periodicals, and reference materials in printed form, as well as a variety of other materials, such as computers, which include access to the Internet, databases, and other instructional software.

Selection of library/media center material should be made through the cooperative efforts of the staff, parents, and students. Coordination of materials selection is the responsibility of each school librarian/media center specialist who must maintain an updated and balanced collection of materials and must provide standard library books and bibliographies to aid in the selection process.

The school library/media center will remain open for use by students and staff members during the school day.

FIELD TRIPS AND EXCURSIONS

The Marengo County Board of Education, recognizing that educational field trips and trips to various types of contests for instructional purposes help provide desirable learning experiences, shall delegate 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.

Teachers planning to conduct field trips or out-of-class learning experiences shall submit an application in writing to the principal for his approval. After principal approval, the request shall be submitted to the Superintendent. Before any trip or excursion is taken, written parental permission forms shall be secured for each pupil planning to participate in taking the trip. Students who have not submitted signed parental permission forms shall not be allowed to take the trip.

Before approval of any field trip is given, it shall be determined whether the trip is covered by the Board's liability insurance. No travel shall be authorized where coverage cannot be secured prior to the trip. In addition, private vehicles shall not be used for transporting children on field trips. Only buses belonging to the school system and driven by certified drivers shall be permitted.

The Board does not endorse the use of private vehicles to transport students to and/or from interscholastic activities. However, it recognizes the need for additional transportation at certain times; and the use of private vehicles may be utilized for the transportation of students to interscholastic activities provided that (1) students being thus transported provide the school with liability release forms signed by the students' parent/guardian, and (2) all such vehicles are driven by properly licensed adults. No student shall be allowed to attend any activities without submission of the liability release forms. Employees who are required to transport pupils to and from interscholastic activities will be covered under the Board's liability insurance policy.

FILE: IECB

SCHOOL VOLUNTEERS

The Marengo 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, including constant monitoring to assure proper management. These regulations shall be developed and promulgated by the Superintendent or staff in cooperation with the faculty of each school.

FILE: IF

GUIDANCE PROGRAM

The Marengo County Board of Education authorizes a School System guidance program with the following goals and objectives:

1. To assist students in developing self-understanding and to help them accomplish a smooth transition socially, intellectually and emotionally into the adult world.
2. To help students make short and long-term decisions regarding educational and vocational opportunities.
3. To work directly with parents and the community in helping them understand students' abilities, behaviors, and problems.
4. To prepare a program for assessing attitude and behavior changes in students as they proceed through educational program.
5. To conduct follow-up studies of former students in order to assess the success of the guidance program.

GRADING SYSTEM

PHILOSOPHY

The Marengo County Board of Education recognizes that the purpose of a grade is to represent a clear and accurate indicator of what a student knows and is able to do. With grades, we document the progress of students and our teaching, we provide feedback to students and their parents, and we make instructional decisions regarding the students' learning.

In the opinion of the Marengo County Board of Education, grades should primarily represent student achievement, not merely be a composite of qualities such as effort, preparation, application, or attitude. The Board also recognizes, however, that those factors do influence the learning process and the judgment and decision of teachers in this regard shall be respected.

Each teacher is expected to determine the comparative value of individual grades on tests, papers, projects, and other learning/evaluating exercises within accepted standards. School grades should not be used as punishment for misbehavior.

School Grade System	High School (7 – 12)	Elementary (1 – 6)
A	90 – 100	90 – 100
B	80 – 89	80 – 89
C	70 – 79	70 – 79
D	60 – 69	65 – 69
F	Below 60	Below 65

The Marengo County Board of Education holds an unshakable belief in the ultimate success of our students and believes that failure should never be an option. On a 100-point scale, the interval between numerical and letter grades is typically ten (10) points, with the break points at 90, 80, 70, and so on. But when the grade of zero is applied to a 100-point scale, the interval between the D and F is not ten (10) points, but 59 points.

When students miss assignments or refuse to do the work, every effort will be made to assure that students are given the opportunity and support to complete the work. Zeros will be placed in the grade book during the course of the nine-week grading period and an explanation will be included to support the grade. After the interventions have been provided, zeros will be replaced with the grade earned to accurately report a student's level of mastery of content.

ACCESS teachers will post a first semester grade and a second semester grade along with an exam grade, if one is given. For the half-year course, use the ACCESS grade the teacher posts for the semester. For a full-year course, the school may use two options for determining the final grade:

1. Add both semester grades and divide by two. The average grade will be used for both semesters.
2. Use the semester grade that the ACCESS teacher posts.

At the elementary level, both parent conferences and grading period narrative reports are integral parts of the grading system.

For each scholastic year, a combination of parent conferences and narrative reports will be utilized.

If a parent has a legitimate reason for not attending a parent-teacher conference, a narrative report should be sent home. If a parent deliberately misses a scheduled conference with no legitimate reason, the teacher will consider his/her obligation to that parent completed.

Conferences and progress reports are intended for the benefit of the student. Therefore, in order to be as beneficial as possible, such parent-teacher conferences and related narrative progress reports shall provide as much detailed information as is necessary.

FILE: IGAA

FINAL EXAMINATIONS

Final examinations may be used to evaluate student achievement when conducted in such a way that they effectively estimate the achievement of the goals and objectives on which learning activities have been based.

All students in grades 7-12 shall take a final examination for each course in which the student is enrolled. All final examinations will be administered according to a schedule recommended by the Superintendent.

No teacher shall schedule a final examination other than in accordance with the approved schedule for such examinations.

FILE: IGAB

REPORT CARDS

It is the policy of the Marengo County Board of Education that reports concerning student progress shall be made to the parent or legal guardian of all students on a regularly scheduled basis. Individual schools shall make additional reports to the parent or legal guardian of a student when, in the opinion of the principal and professional staff members, the situation warrants such reports. Such situations may include but are not limited to outstanding academic achievement, outstanding citizenship, poor academic performance, and continuing inappropriate behavior.

PARENT CONFERENCES

The Marengo County Board of Education requires that at least once each year every classroom teacher attempt to schedule a conference with the parents and/or guardian of each student for which that teacher is responsible. The purposes of these parent-teacher conferences are to provide the teacher an opportunity to advise parents of the academic progress of each student and to discuss with the parents suggested strategies which the parents can implement in supporting the teacher's instructions.

Parent-teacher conferences should be coordinated with PTA meetings in order to afford parents an opportunity to meet with several teachers, if necessary.

Each teacher should develop written documentation of each parent conference and the objectives discussed during the conference. A copy of such documentation should be maintained for a minimum of three years within each school's office.

FILE: IGB

HOMEWORK

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

The Board, however, 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.

Assignments should be commensurate with the resources available.

FILE: IGC

CLASS RANKINGS

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

Ref: 20 U.S.C. 1232 (g-i).

FILE: IGD
Revised May 29, 1996
Revised June 22, 2000
Revised November 28, 2000
Revised March 26, 2009
Revised August 28, 2018

PROMOTION/RETENTION POLICY

PURPOSE

The Promotion/Retention Policy of the Marengo County School System has been developed to establish minimum learning goals that a student must master at each grade level.

STANDARDS OF PROMOTION

The Marengo County Board of Education has vested interest in the education of all students. With this in mind, the Board has established a policy for the promotion and retention of students. To assure a minimum level of skill development, the following standards have been made policy for all students K – 12.

The student's achievement is evaluated by the teacher and the principal. In determining promotion or retention, the following information will be used:

- (1) Reading and math levels mastered.
- (2) Scantron scores.
- (3) Carnegie units earned at the high school level.
- (4) Attendance data.
- (5) Academic grades.
- (6) Teacher judgment.

If the minimum requirements are met, the student will be promoted.

Students failing to meet requirements in a particular grade will be referred to the Problem Solving Team (PST). If, following PST Intervention, it is determined that the student is still in need of assistance, a special education referral may be completed. Other alternative measures will be decided upon following consultation between principal, teacher, and parent. This evaluation along with the social, emotional, and physical development of the student will be given major consideration.

MINIMUM REQUIREMENTS FOR PROMOTION

Kindergarten:

The process of making decisions as to promotion and retention of kindergarten students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. Kindergarten students, at a minimum, must be able to recognize all of the alphabet letters and 70% or more mastery of the letter sounds and recognize, write, and sequence numbers 0 – 10. Attendance, teacher observation/judgment (see explanations), and standardized test data will be considered in conjunction with the above standards. The authority for determining promotion and retention rests entirely with the teacher(s) and principal.

The above requirements shall be implemented in the 1996-97 school year.

Summer school will be used for remediation only and will not be considered in promotion and retention. This requirement shall be implemented beginning with the 2008-2009 school year.

Grades 1 – 6:

Students in grades one (1) through six (6) must successfully complete the grade level reader(s) of the adopted reading series and maintain a passing grade in Reading and Math as prescribed by the Alabama Course of Study to be promoted to the next grade. A passing report card grade shall be 65. Attendance, teacher observation/judgment (see explanations), and standardized test data will be considered in conjunction with the above standards.

Implementation of the above requirements shall begin in the 2000-2001 school year.

Summer school will be used for remediation only and will not be considered in promotion and retention. This requirement shall be implemented beginning with the 2008-2009 school year.

Grades 7 and 8:

Students in grades seven (7) and eight (8) must have passing report card grades in the core academic subjects (Language Arts, Math, Science, and Social Studies). A passing report card grade shall be 60. Attendance, teacher observation/judgment (see explanations), and standardized test data will be considered in conjunction with the above standards.

The passing report card grade of 60 in the core academic subjects (Language Arts, Math, Science, and Social Studies) for grades 7 and 8 shall go into effect with the 1996-97 school year.

Students in grades 7 and 8 may attend summer school. Summer school can be used for promoting students that have failed two or less core academic subjects and successfully completed credit recovery for those subjects. This requirement shall be implemented beginning with the 2018-2019 school year.

Grades 9 – 12:

See Policy IGE (Graduation Requirements).

EXITING THE TWELFTH GRADE

See Policy IGE (Graduation Requirements).

EXPLANATIONS

Attendance – “In order to receive credit, a pupil should have been in attendance a minimum of 155 days.” (State of Alabama Bulletin No. 13)

Therefore, an absence of more than twenty (20) days could have a detrimental effect on promotion (see attendance policy).

Teacher observation/judgment – Based upon the teacher’s professional observation and judgment of the following:

- A. Homework
- B. Class performance
- C. Teacher-made tests
- D. Other

Report Card Grades – The academic subjects of reading, language, mathematics, science, and social studies should indicate satisfactory class work and test performance.

FILE: IGE
Revised: March 22, 1990
Revised: Feb. 28, 1991
Revised: May 11, 1993
Revised: May 29, 1996
Revised: Nov. 18, 1999
Revised: Jan. 25, 2001
Revised: Sept. 27, 2007
Revised: July 30, 2008
Revised: August 6, 2013
Revised: August 28, 2018
Revised: March 16, 2020

GRADUATION REQUIREMENTS

At the January, 2013. Alabama State Board of Education meeting, the Alabama High School Diploma (AHSD) was adopted. The focus for this diploma will be on coursework taken that necessitates a clearly articulated and individualized four-year high school plan built for each student. The plan will be based on the results of school coursework and the KUDER career assessment inventory. All students will be required to complete and annually update a four-year plan in the KUDER assessment program.

Beginning with the ninth grade class of 2013-2014, the Alabama High School Diploma will differ from past diplomas. Besides requiring 24 credits to graduate, the new diploma will remove the need for endorsements.

The Marengo County School System will not only offer the Alabama High School Diploma, but also the Alabama High School Diploma with Academic Distinction endorsement, the Advanced CTE Endorsement, and the CTE Endorsement.

The following diplomas shall be offered in the schools of the Marengo County School System and applicable requirements for each must be met prior to their issuance:

A. Alabama High School Diploma With One of the Following Endorsements:

1. Endorsements available:
 - a. Academic Distinction Endorsement
 - b. Advanced Career Technical Endorsement
 - c. Career Technical Endorsement
2. Attendance within the high school and the entire year immediately preceding the date of graduation (exception: bona fide change of residence or other equally valid circumstance). In the event of a twelfth grade transfer student who wishes to become a candidate for graduation, the school receiving the student should require approval in writing of the transfer and the student's candidacy for graduation from the principal of the school from which the student was withdrawn. This letter should be filed with the transcript.

CREDIT RECOVERY

Credit recovery will be implemented in the fall of 2009. Credit recovery will provide course-specific, skill-based opportunities for students who have not mastered a specific part of a course. This will allow students to demonstrate competency on that segment of the course and receive course credit.

A. Grades and Credit

1. A maximum grade of 70 may be awarded in a Credit Recovery course.
2. Grade forgiveness will be used, whereby the original failing grade is replaced by the Credit Recovery grade for computing grade-point averages.
3. A maximum of ten (10) credits may be earned by a student in a school year which includes subsequent summer-school terms.
4. A student's failing grade should **never** be removed from the permanent record.

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

<i>(Alabama Administrative Code 290-3-1-02(8) and (8)(a))</i>		
Effective for students in the ninth grade in the 2013 - 2014 school year, all students shall earn the required credits for the Alabama High School Diploma. A local board of education may establish requirements for receipt of diplomas and endorsements, but any diploma or endorsement shall include the requirements of the Alabama High School Diploma. The Alabama courses of study shall be followed in determining minimum required content in each discipline.		
COURSE REQUIREMENTS		
English Language Arts	Four credits to include:	Credits
	English 9	1
	English 10	1
	English 11	1
	English 12	1
English Language Arts - credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE - approved courses.		
English Language Arts Total Credits		4
Mathematics	Three credits to include:	Credits
	Algebra I or its equivalent/substitute	1
	Geometry or its equivalent/substitute	1
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1
	Mathematics - credit eligible options may include: <i>Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE - approved courses.</i>	
	One credit from:	
<i>Alabama Course of Study: Mathematics or mathematics - credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE - approved courses.</i>		1
Mathematics Total Credits		4
Science	Two credits to include:	Credits
	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
	Science - credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE - approved courses.	
	Two credits from:	
<i>Alabama Course of Study: Science or science - credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE - approved courses.</i>		2
Science Total Credits		4
Social Studies*	Four credits to include:	Credits
	World History	1
	United States History I	1
	United States History II	1
	United States Government	0.5
	Economics	0.5
Social Studies - credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE - approved courses.		
Civics Test Requirement		Students are required to pass the <i>Civics Test</i> in the United States Government class effective the 2018 - 2019 school year.
Social Studies Total Credits		4
Physical Education	Lifelong Individualized Fitness Education (LIFE) or one JROTC Credit	1
Health Education		0.5
Career Preparedness		1
Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education		3
Electives		2.5
Distance Learning: Effective for students entering the ninth grade in the 2009 - 2010 school year, Alabama students will be required to complete one online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.		
Total Credits		24

OPTIONS FOR COMPLETING THE ENDORSEMENTS

Option: Alabama High School Diploma (AHSD)	Requirements
AHSD with Academic Distinction Endorsement	Complete requirements for AHSD and complete: Algebra II with Trigonometry Two (2) Foreign Languages
AHSD with Advanced CTE Endorsement	Complete requirements for AHSD and complete: Algebra II with Trigonometry Three (3) CTE Credits in a sequenced cluster
AHSD with CTE Endorsement	Complete requirements for AHSD and complete: Three (3) CTE Credits in a sequenced cluster

NO PASS/NO PLAY POLICY

The Marengo County Board of Education recognizes the value of all extracurricular activities as they relate to the total education of students. The Marengo County Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student involved in extracurricular activities and his/her progress toward graduating from high school on schedule with his/her class. This Board of Education also recognizes that the Class of 2000 and subsequent classes will be required by State Board of Education resolution and the Alabama Administrative Code to earn a minimum of 24 credits in Grades 9 - 12, with four (4) credits each in science, mathematics, social studies, and English.

The Marengo 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 10 - 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.

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 (after the first day of school). Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education 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 summer school. Summer school work passed may substitute for regular schoolwork failed in computing the 70 average.
6. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
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 track for graduation with his/her class.

Students entering Grades 8 and 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 grade for the first time are eligible.

For purposes of definition, athletic events are defined as those recognized and sanctioned by the Alabama High School Athletic Association. Other extracurricular 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 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 a curricular activity shall be granted if the principal, superintendent, and the local Board of Education approve it as an extension of a course(s) requirement(s) and it is a sanctioned event by a state/national subject matter association. Student participation in extracurricular activities through math, science, band, choral music, and other courses offered by the school at events such as athletic events (pre-game, game, halftime, or other breaks), club conventions, Christmas 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.

This policy is effective for all students in Grades 8 - 12 beginning with the 1999-2000 school year with their eligibility determined by grades earned during the 1998-99 school year and 1999 summer school. The local Board of Education shall implement this policy as a minimum for all students in Grades 7 - 12 under its control. Each local Board of Education shall notify the State Superintendent of Education within 30 days of receipt of notice of adoption of this rule by the State Board of Education that it is in effect in all applicable schools within its jurisdiction.

FILE: IGG
Adopted: Nov. 23, 2004
Revised: Jan. 25, 2007
Revised: July 30, 2020

CRITERIA FOR VALEDICTORIAN AND SALUTATORIAN

PROCEDURES FOR CALCULATING CLASS RANK AND GRADE POINT AVERAGE

Beginning with the 2020-2021 school year (first-time ninth graders of 2017-2018), class rank will be determined using a numerical grade point average (GPA) from the first term of ninth grade through the third term of twelfth grade. If a credit-bearing core course is taken in the eighth grade, this will also be included in the calculations. The only subjects included in the GPA will be the core curriculum courses plus Foreign Language, if taken. All English Language Arts, Math, Social Studies/History, Science, and Foreign Language courses attempted will be included in GPA calculations. All Advanced Placement (AP) and Dual Enrollment courses will be weighted by adding five (5) points to each semester grade earned in these courses. The average will be calculated to the fourth decimal place and will not be rounded.

Where letter grades are present on a student’s transcript from a previously attended school, the letters will be converted to a numerical form using the following grade conversion:

A+ = 99	B+ = 89	C+ = 79	D+ = 69	F = 59
A = 95	B = 85	C = 75	D = 65	
A- = 90	B- = 80	C- = 70	D- = 60	

CRITERIA FOR DETERMINING VALEDICTORIAN AND SALUTATORIAN

Beginning with the graduating class of 2021, the following criteria are established by the Marengo County Board of Education for determining students eligible for valedictorian and salutatorian:

1. The student must be pursuing the Alabama High School Diploma with Academic Distinction Endorsement or the highest available diploma endorsement (see diploma options in FILE: IGE) and meet all requirements to obtain the diploma.
2. Using the Marengo County GPA calculation procedures, the student with the highest numerical GPA will be named valedictorian. The student with the second highest GPA will be named salutatorian. In the case of a tie (GPA carried out to the fourth decimal place with no rounding), co-valedictorians or co-salutatorians will be named.
3. To be a candidate for valedictorian or salutatorian, the student must be enrolled at the graduating school for one full academic year prior to graduation.

TESTING PROGRAM

The Marengo County Board of Education maintains that the testing program in the School System shall consist of:

- (1) Standardized tests for achievement and academic aptitude.
- (2) Minimal competency tests.
- (3) Individual psychological tests.
- (4) Individual and group screening tests.
- (5) Teacher-made tests.

Confidentiality of test results will be assured and information will be released only in compliance with the Education Amendment of 1974 (P.L. 93-380) known as the Buckley Amendment.

All schools shall cooperate with the State Department of Education in scheduling and administering standardized tests for achievement and academic aptitude. Additional tests may be administered as local needs arise.

Individual psychological tests (WISC-R, Stanford-Binet, etc.) may be administered by a duly certified person whose name appears on the state Register or by a certified Psychometrist. No student shall be given an individual psychological test unless his needs have been evaluated and he has been approved for testing by the school, with approval by his parents.

Individual and group screening tests (WRAT, Key Math, etc.) may be administered to gain additional information about a child's abilities and needs in accordance with State requirements.

All teachers shall be permitted to devise their own tests as:

- (1) Pre-tests - to discern student abilities, knowledge, and/or skills before a unit of study is begun.
- (2) Post-tests - to discern amount of gain in abilities, knowledge, and/or skills following the conclusion of a study.

Based upon the collective results of the previously identified instruments of assessment any student with identifiable deficiencies shall have developed for him an individualized program of remedial instruction.

Ref: Ala. Code 16-9-15, 16-9-22, 20 U.S.C. 1232 (g-i).

FILE: IHA

USE AND DISSEMINATION OF TEST RESULTS

Results of student evaluations conducted within the Marengo County School System shall be used solely for the purposes of measuring student performance and competency and for structuring the curriculum to improve the effectiveness of the teaching effort. All test results shall be treated with confidentiality.

Test scores for the System in total or in large groups of students may be made public. In no event shall employees of the Marengo County Board of Education make public the test scores of any individual student.

FILE: II

EVALUATION OF INSTRUCTIONAL PROGRAM

The Marengo County Board of Education requires systematic and comprehensive evaluations of the instructional programs and all related areas. Continuous assessments shall be conducted within each school as well as on a system-wide basis. Individual schools, as well as the School System, shall delineate goals, specific needs for improvement and plans for organizing the resources of the school and the community in actively seeking solutions.

FILE: IJA

TEACHING METHODS

The Marengo County Board of Education strongly encourages teachers to use a variety of teaching methods and materials in their classrooms which are consistent with sound principles of learning and with an understanding of the child and his needs. Adequate provisions should be made for the student to do independent research study as well as for him to engage in small and large group activities and experiences.

All teaching methods used should be designed to cause all students to perform at the highest level individually possible.

CONTROVERSIAL ISSUES

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

1. Teachers shall adapt the study of controversial issues to the age, maturity and academic background of pupils.
2. Teachers shall place major emphasis on HOW to think rather than WHAT to think.
3. Pupils shall have access, insofar as possible, to all materials which are relevant and educationally significant to the issues at hand.
4. Pupils shall have the opportunity to express their opinions within the limits of decency, good will and respect for the opinions of others.
5. Teachers shall teach pupils the principles and techniques of the scientific method and shall provide opportunities for practice in applying established facts to specific problems.
6. Teachers shall seek to develop in pupils the ideals of truth and honesty.
7. Teachers shall seek to create an atmosphere in which differences of opinion can be voiced without fear and hostility but with mutual respect for all viewpoints.

8. Teachers shall seek to develop in pupils a sense of responsibility for their beliefs, opinions and attitudes and shall encourage pupils to base same on research, tested experience, and knowledge as recorded in our cultural heritage.
9. Teachers shall encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined, and checked for accuracy.
10. Teachers shall take a neutral position in the classroom during the discussion of controversial issues.

FILE: IJC

TEACHING ABOUT RELIGION

Teaching about religion as it relates to a study of historical development of mankind is appropriate. The use of *The Holy Bible* or other religious documents as educational and reference materials in this study is acceptable. Specific religious indoctrination is prohibited in the schools.

Ref. U.S. Const. amend. I; U.S. Const. amend. XIV, 1; Ala. Code 16-8-28, 16-9-21, 16-11-20, 16-12-9; School District of Abington Township of Pennsylvania v. Schempp, 535 S. Ct. 1560

(1963); Lemon v. Kurtzman, 91 S. Ct. 2195 (1971).

FILE: IJD

SCHOOL STORES

The Marengo County Board of Education authorizes the operation of a school store in each school for the selling of school supplies. The store shall be open only during those times of the school day that will not interfere with the instructional program. Financial reporting shall comply with all legal requirements and other policies of the Board.

Ref. Ala. Code 16-8-8, 16-8-9.

FILE: IJE
CF: GBRJ

SUBSTITUTE TEACHING

To be eligible to serve as a substitute teacher in the Marengo County School System, a person shall have at least a high school diploma and possess a current Alabama Substitute Teacher's Certificate.

Should the person possess a current Alabama's Teacher's Certificate, the Substitute Certificate shall not be required. Requirements of Ala. Code 16-25-26 shall be applicable to all retired teachers serving as substitutes.

Ref: Ala. Code 16-25-26.

LESSON PLANS

The Marengo County Board of Education requires a plan of work, including daily schedules, to be prepared by each teacher and submitted to the principal. Specific lesson plans shall be prepared by the teacher and shall be available in order that substitutes can conduct classes more efficiently in the teacher's absence.

Unit plans in each subject area at each grade level are to be developed and submitted to the principal for approval prior to the planned time for instruction.

Unit plans are to be developed from the mastery learning process involving four steps:

Step 1 - select what is to be learned.

Step 2 - sequence learning and state goals in terms of student behavior.

Step 3 - prepare formative and summative tests.

Step 4 - plan learning alternatives: correctives and extensions.

Daily lesson plans are to be prepared from the unit plans and kept up-to-date. The daily lesson plans are kept on the teacher's desk to be readily available to substitute teachers. The plans are checked by the principals at regular weekly intervals and a minimum of once a month in the presence of the teacher.

DATA GOVERNANCE AND USE POLICY

INTRODUCTION

Protecting our students' and staffs' privacy is an important priority and Marengo County Schools are committed to maintaining strong and meaningful privacy and security protections. The privacy and security of this information is a significant responsibility and we value the trust of our students, parents, and staff.

The Marengo County Schools Data Governance document includes information regarding the Data Governance Committee, the actual Marengo County Schools Data and Information Governance and Use Policy, applicable Appendices, and Supplemental Resources.

The policy formally outlines how operational and instructional activity shall be carried out to ensure Marengo County Schools' data is accurate, accessible, consistent, and protected. The document establishes who is responsible for information under various circumstances and specifies what procedures shall be used to manage and protect it.

The Marengo County Schools Data Governance Policy shall be a living document. To make the document flexible details are outlined in the Appendices. With the Board's permission, the Data Governance Committee may quickly modify information in the Appendices in response to changing needs. All modifications will be posted on the Marengo County Schools website.

DATA GOVERNANCE COMMITTEE

The Marengo County Schools Data Governance Committee consists of the Superintendent or his/her appointed designee, Chief School Finance Officer, District Executive Secretary, and District Technology Coordinator. The District Technology Coordinator shall serve as the Information Security Officer.

COMMITTEE MEETINGS

The Data Governance Committee will meet annually in February. Additional meetings will be called as needed.

MARENGO COUNTY SCHOOLS DATA GOVERNANCE PROCEDURES

PURPOSE

- A. It is the policy of Marengo County Schools that data or information in all its forms (written, electronic, or printed) is protected from accidental or intentional unauthorized modification, destruction, or disclosure throughout its life cycle. This protection includes an appropriate level of security over the equipment, software, and practices used to process, store, and transmit data or information.
- B. The data governance policies and procedures are documented and reviewed annually by the data governance committee.
- C. Marengo County Schools conducts annual training on their data governance policy and documents that training.
- D. The terms data and information are used separately, together, and interchangeably throughout the policy. The intent is the same.

SCOPE

The Superintendent is authorized to establish, implement, and maintain data and information security measures. The policy, standards, processes, and procedures apply to all students and employees of the district, contractual third parties and agents of the district, and volunteers who have access to district data systems or data.

This policy applies to all forms of Marengo County Schools' data and information, including but not limited to:

- A. Speech, spoken face to face, or communicated by phone or any current and future technologies.

- B. Hard copy data printed or written.
- C. Communications sent by post/courier, fax, electronic mail, text, chat and or any form of social media, etc.
- D. Data stored and/or processed by servers, PC's, laptops, tablets, mobile devices, etc.
- E. Data stored on any type of internal, external, or removable media or cloud based services.

REGULATORY COMPLIANCE

The district will abide by any law, statutory, regulatory, or contractual obligations affecting its data systems. Marengo County Schools complies with all applicable regulatory acts including but not limited to the following:

- A. Children's Internet Protection Act (CIPA).
- B. Children's Online Privacy Protection Act (COPPA).
- C. Family Educational Rights and Privacy Act (FERPA).
- D. Health Insurance Portability and Accountability Act (HIPAA).
- E. Payment Card Industry Data Security Standard (PCI DSS).
- F. Protection of Pupil Rights Amendment (PPRA).

**See also Appendix A (Laws, Statutory, Regulatory, and Contractual Security Requirements).*

RISK MANAGEMENT

- A. A thorough risk analysis of all Marengo County Schools' data networks, systems, policies, and procedures shall be conducted on an annual basis or as requested by the Superintendent, ISO, or Technology Coordinator. The risk assessment shall be used as a basis for a plan to mitigate identified threats and risk to an acceptable level.

B. The Superintendent or designee administers periodic risk assessments to identify, quantify, and prioritize risks. Based on the periodic assessment, measures are implemented that mitigate the threats by reducing the amount and scope of the vulnerabilities.

** See also Appendix B (Information Risk Management Practices).*

** See also Appendix C (Definitions and Responsibilities).*

DATA CLASSIFICATION

Classification is used to promote proper controls for safeguarding the confidentiality of data. Regardless of classification the integrity and accuracy of all classifications of data are protected. The classification assigned and the related controls applied are dependent on the sensitivity of the data. Data are classified according to the most sensitive detail they include. Data recorded in several formats (e.g., source document, electronic record, report) have the same classification regardless of format.

** See also Appendix D (Data Classification Levels).*

SYSTEMS AND INFORMATION CONTROL

Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device may be referred to as systems. All involved systems and information are assets of Marengo County Schools and shall be protected from misuse, unauthorized manipulation, and destruction. These protection measures may be physical and/or software based.

- A. Ownership of Software: All computer software developed by Marengo County Schools employees or contract personnel on behalf of Marengo County Schools, licensed or purchased for Marengo County Schools use is the property of Marengo County Schools and shall not be copied for use at home or any other location, unless otherwise specified by the license agreement.
- B. Software Installation and Use: All software packages that reside on technological systems within or used by Marengo County Schools shall comply with applicable licensing agreements and restrictions and shall comply with Marengo County Schools' acquisition of software procedures.
- *See also Appendix E (Acquisition of Software Procedures).*
- C. Virus, Malware, Spyware, Phishing and SPAM Protection: Virus checking systems approved by the District Technology Department are deployed using a multi-layered approach (computers, servers, gateways, firewalls, filters, etc.) that ensures all electronic malware, spyware, phishing and SPAM. Users shall not to turn off or disable Marengo County Schools' protection systems or to install other systems.
- *See also Appendix F (Virus, Malware, Spyware, Phishing and SPAM Protection).*
- D. Access Controls: Physical and electronic access to information systems that contain Personally Identifiable Information (PII), Confidential information, Internal information, and computing resources is controlled. To ensure appropriate levels of access by internal workers, a variety of security measures are instituted as recommended by the data governance committee and approved by Marengo County Schools.

In particular, the data governance committee shall document roles and rights to the student information system and other like systems. Mechanisms to control access to PII, Confidential information, Internal information and computing resources include, but are not limited to, the following methods:

1. Authorization: Access will be granted on a “need to know” basis and shall be authorized by the Superintendent, Principal, immediate supervisor, or Data Governance Committee with the assistance of the Technology Coordinator and/or Information Security Officer (ISO). Specifically, on a case-by-case basis, permissions may be added in to those already held by individual users in the student management system, again on a need-to-know basis and only in order to fulfill specific job responsibilities, with approval of the Data Governance Committee.
2. Identification/Authentication: Unique user identification (user ID) and authentication are required for all systems that maintain or access PII, Confidential information, and/or Internal Information. Users will be held accountable for all actions performed on the system with their User ID. User accounts and passwords shall NOT be shared.
3. Data Integrity: Marengo County Schools provides safeguards so that PII, Confidential, and Internal Information is not altered or destroyed in an unauthorized manner. Core data are backed up to a private cloud for disaster recovery. In addition, listed below are methods that are used for data integrity in various circumstances:

- Transaction audit.
 - Disk redundancy (RAID).
 - ECC (Error Correcting Memory).
 - Checksums (file integrity).
 - Data encryption.
 - Data wipes.
4. Transmission Security: Technical security mechanisms are in place to guard against unauthorized access to data that are transmitted over a communications network, including wireless networks. The following features are implemented:
- Integrity controls.
 - Encryption, where deemed appropriate.

Note: Only Marengo County Board of Education district-supported email accounts shall be used for communications to and from school employees, to and from parents or other community members, to and from other educational agencies, to and from vendors or other associations, and to and from students for school business.

****See also Resource 3: Excerpts from Email Guidelines.***

5. Remote Access: Access into Marengo County Schools' network from outside is allowed using the Marengo County Board of Education Portal. All other network access options are strictly prohibited without explicit authorization from the Technology Coordinator, ISO, or Data Governance Committee. Further, PII, Confidential Information and/or Internal Information that is stored or accessed remotely shall maintain the same level of protections as information stored and accessed within the Marengo County Schools' network.

PII shall only be stored in cloud storage if said storage has been approved by the Data Governance Committee or its designees.

6. Physical and Electronic Access and Security: Access to areas in which information processing is carried out shall be restricted to only appropriately authorized individuals. At a minimum, staff passwords shall be changed annually.

- No PII, Confidential and/or Internal Information shall be stored on a device itself such as a hard drive, mobile device of any kind, or external storage device that is not located within a secure area.
- No technological systems that may contain information as defined above shall be disposed of or moved without adhering to the appropriate Purchasing and Disposal of Electronic Equipment procedures.
- It is the responsibility of the user to not leave these devices logged in, unattended, and open to unauthorized use.

**See also Appendix G (Physical and Security Controls Procedures).*

**See also Appendix H (Password Control Standards).*

**See also Appendix I (Purchasing and Disposal Procedures).*

E. Data Transfer/Exchange/Printing:

1. Electronic Mass Data Transfers: Downloading, uploading or transferring PII, Confidential Information, and Internal Information between systems shall be strictly controlled. Requests for mass download of, or individual requests for, information for research or any other purposes that include PII shall be in accordance with this policy and be approved by the data governance committee. All other mass downloads of information shall be approved by the committee and/or ISO and include only the minimum amount of information necessary to fulfill the request. A Memorandum of Agreement (MOA) shall be in place when transferring PII to external entities such as software or application vendors, textbook companies, testing companies, or any other web based application, etc. unless the exception is approved by the data governance committee.

**See also Appendix J (Marengo County Schools Memorandum of Agreement).*

2. Other Electronic Data Transfers and Printing: PII, Confidential Information, and Internal Information shall be stored in a manner inaccessible to unauthorized individuals. PII and Confidential Information shall not be downloaded, copied or printed indiscriminately or left unattended and open to compromise. PII that is downloaded for educational purposes where possible shall be de-identified before use.

- F. Oral Communications: Marengo County Schools' staff shall be aware of their surroundings when discussing PII and Confidential Information. This includes but is not limited to the use of cellular telephones in public areas. Marengo County Schools' staff shall not discuss PII or Confidential Information in public areas if the information can be overheard.

Caution shall be used when conducting conversations in: semi-private rooms, waiting rooms, corridors, elevators, stairwells, cafeterias, restaurants, or on public transportation.

- G. Audit Controls: Hardware, software, services and/or procedural mechanisms that record and examine activity in information systems that contain or use PII are reviewed by the Data Governance Committee annually. Further, the committee also regularly reviews records of information system activity, such as audit logs, access reports, and security incident tracking reports. These reviews shall be documented and maintained for six (6) years.
- H. Evaluation: Marengo County Schools requires that periodic technical and non-technical evaluations of access controls, storage, and other systems be performed in response to environmental or operational changes affecting the security of electronic PII to ensure its continued protection.
- I. IT Disaster Recovery: Controls shall ensure that Marengo County Schools can recover from any damage to critical systems, data, or information within a reasonable period of time. Each school, department, or individual is required to report any instances immediately to the Superintendent and the District Technology Coordinator for response to a system emergency or other occurrence (for example, fire, vandalism, system failure and natural disaster) that damages data or systems. The IT Disaster Plan shall include the following:
 - 1. A prioritized list of critical services, data, and contacts.
 - 2. A process enabling Marengo County Schools to restore any loss of data in the event of fire, vandalism, natural disaster, or system failure.
 - 3. A process enabling Marengo County Schools to continue to operate in the event of fire, vandalism, natural disaster, or system failure.

4. Procedures for periodic testing of written contingency plans to discover weaknesses and the subsequent process of revising the documentation, if necessary.

COMPLIANCE

- A. The Data Governance Policy applies to all users of Marengo County Schools' information including: employees, staff, students, volunteers, and outside affiliates. Failure to comply with this policy by employees, staff, volunteers, and outside affiliates may result in disciplinary action up to and including dismissal in accordance with applicable Marengo County Schools' procedures, or, in the case of outside affiliates, termination of the affiliation. Failure to comply with this policy by students may constitute grounds for corrective action in accordance with Marengo County Schools' policies. Further, penalties associated with state and federal laws may apply.
- B. Possible disciplinary/corrective action may be instituted for, but is not limited to, the following:
 1. Unauthorized disclosure of PII or Confidential Information.
 2. Unauthorized disclosure of a log-in code (User ID and password).
 3. An attempt to obtain a log-in code or password that belongs to another person.
 4. An attempt to use another person's log-in code or password.
 5. Unauthorized use of an authorized password to invade student or employee privacy by examining records or information for which there has been no request for review.

6. Installation or use of unlicensed software on Marengo County Schools technological systems.
7. The intentional unauthorized altering, destruction, or disposal of Marengo County Schools' information, data and/or systems. This includes the unauthorized removal from Marengo County Board of Education of technological systems such as but not limited to laptops, internal or external storage, computers, servers, backups or other media, copiers, etc. that contain PII or confidential information.
8. An attempt to gain access to log-in codes for purposes other than for support by authorized technology staff, including the completion of fraudulent documentation to gain access.

**LAWS, STATUTORY, REGULATORY, AND
CONTRACTUAL SECURITY REQUIREMENTS**
Appendix A

A. CIPA: The Children’s Internet Protection Act was enacted by Congress in 2000 to address concerns about children’s access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program. Schools subject to CIPA have two additional certification requirements: (1) their Internet safety policies shall include monitoring the online activities of minors; and (2) as required by the Protecting Children in the 21st Century Act, they shall provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

For more information, see: <http://www.fcc.gov/guides/childrens-internet-protection-act>

B. COPPA: The Children’s Online Privacy Protection Act, regulates operators of commercial websites or online services directed to children under 13 that collect or store information about children. Parental permission is required to gather certain information, See www.coppa.org for details.

C. FERPA: The Family Educational Rights and Privacy Act, applies to all institutions that are recipients of federal aid administered by the Secretary of Education. This regulation protects student information and accords students specific rights with respect to their data.

For more information, see: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

- D. HIPAA: The Health Insurance Portability and Accountability Act, applies to organizations that transmit or store Protected Health Information (PII). It is a broad standard that was originally intended to combat waste, fraud, and abuse in health care delivery and health insurance, but is now used to measure and improve the security of health information as well.

For more information, see: <http://www.hhs.gov/ocr/privacy/hipaa/understanding/>

In general, schools are not bound by HIPAA guidelines.

- E. PCI DSS: The Payment Card Industry Data Security Standard was created by a consortium of payment brands including American Express, Discover, MasterCard, and Visa. It covers the management of payment card data and is relevant for any organization that accepts credit card payments.

For more information, see: www.pcisecuritystandards.org

- F. PPRA: The Protection of Pupil Rights Amendment affords parents and minor students' rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to the following:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).
 - a. Political affiliations or beliefs of the student or student's parent.
 - b. Mental or psychological problems of the student or student's family.
 - c. Sex behavior or attitudes.
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior.

- e. Critical appraisals of others with whom respondents have close family relationships.
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
 - g. Religious practices, affiliations, or beliefs of the student or parents.
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of :
- a. Any other protected information survey, regardless of funding.
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

For more information, see: <http://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>

INFORMATION RISK MANAGEMENT PRACTICES

Appendix B

The analysis involved in Marengo County Schools Risk Management Practices examines the types of threats – internal or external, natural or manmade, electronic and non-electronic – that affect the ability to manage and protect the information resource. The analysis also documents any existing vulnerabilities found within each entity, which potentially exposes the information resource to the threats. Finally, the analysis includes an evaluation of the information assets and the technology associated with its collection, storage, dissemination, and protection.

From the combination of threats, vulnerabilities, and asset values, an estimate of the risks to the confidentiality, integrity and availability of the information is determined and addressed based on recommendations by the Data Governance Committee. The frequency of the risk analysis is determined at the district level. It is the option of the superintendent or designee to conduct the analysis internally or externally.

DEFINITIONS AND RESPONSIBILITIES

Appendix C

DEFINITIONS

- A. Availability: Data or information is accessible and usable upon demand by an authorized person.
- B. Confidentiality: Data or information is not made available or disclosed to unauthorized persons or processes.
- C. Data: Facts or information.
- D. Entity: Organization such as school system, school, department, or in some cases business.
- E. Information: Knowledge that you get about something or someone; facts or details.
- F. Data Integrity: Data or information has not been altered or destroyed in an unauthorized manner.
- G. Involved Persons: Every user of Involved Systems (see below) at Marengo County Schools – no matter what their status. This includes nurses, residents, students, employees, contractors, consultants, temporaries, volunteers, substitutes, student teachers, interns, etc.
- H. Systems: All data-involved computer equipment/devices and network systems that are operated within or by the Marengo County Schools physically or virtually. This includes all platforms (operating systems), all computer/device sizes (personal digital assistants, desktops, mainframes, telephones, laptops, tablets, game consoles, etc.), and all applications and data (whether developed in-house or licensed from third parties) contained on those systems.

- I. Personally Identifiable Information (PII): PII is any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.
- J. Risk: The probability of a loss of confidentiality, integrity, or availability of information resources.

RESPONSIBILITIES

- A. Data Governance Committee: The Data Governance Committee for Marengo County Schools is responsible for working with the Information Security Officer (ISO) to ensure security policies, procedures, and standards are in place and adhered to by the entity. Other responsibilities include:
 - 1. Reviewing the Data Governance Policy annually and communicating changes in policy to all involved parties.
 - 2. Educating data custodians and manage owners and users with comprehensive information about security controls affecting system users and application systems.
- B. Information Security Officer: The Information Security Officer (ISO) for Marengo County Schools is responsible for working with the Superintendent, Data Governance Committee, user management, owners, data custodians, and users to develop and implement prudent security policies, procedures, and controls. Specific responsibilities include:

1. Providing basic security support for all systems and users.
2. Advising owners in the identification and classification of technology and data related resources.

**See also Appendix D (Data Classification Levels).*

3. Advising systems development and application owners in the implementation of security controls for information on systems, from the point of system design, through testing and production implementation.
4. Performing or overseeing security audits.
5. Reporting regularly to the superintendent and Marengo County Schools Data Governance Committee on Marengo County Schools' status with regard to information security.

C. User Management: Marengo County Schools' administrators are responsible for overseeing their staff use of information and systems, including:

1. Reviewing and approving all requests for their employees' access authorizations.
2. Initiating security change requests to keep employees' secure access current with their positions and job functions.
3. Promptly informing appropriate parties of employee terminations and transfers, in accordance with local entity termination procedures.
4. Revoking physical access to terminated employees, i.e., confiscating keys, changing combination locks, etc.
5. Providing employees with the opportunity for training needed to properly use the computer systems.

6. Reporting promptly to the ISO and the Data Governance Committee the loss or misuse of Marengo County Schools' information.
 7. Initiating corrective actions when problems are identified.
 8. Following existing approval processes within their respective organization for the selection, budgeting, purchase, and implementation of any technology or data system/software to manage information.
 9. Following all privacy and security policies and procedures.
- D. Information Owner: The owner of a collection of information is usually the administrator or supervisor responsible for the creation of that information. In some cases, the owner may be the primary user of that information. In this context, ownership does not signify proprietary interest, and ownership may be shared. The owner may delegate ownership responsibilities to another individual by submitting a request in writing to the Data Governance Committee for approval. The owner of information has the responsibility for:
1. Knowing the information for which she/he is responsible.
 2. Determining a data retention period for the information, relying on ALSDE guidelines, industry standards, Data Governance Committee guidelines, or advice from the school system attorney.
 3. Ensuring appropriate procedures are in effect to protect the integrity, confidentiality, and availability of the information used or created.
 4. Authorizing access and assigning data custodianship if applicable.
 5. Specifying controls and communicating the control requirements to the data custodian and users of the information.

6. Reporting promptly to the ISO the loss or misuse of Marengo County Schools' data.
 7. Initiating corrective actions when problems are identified.
 8. Promoting employee education and awareness by utilizing programs approved by the ISO, where appropriate.
 9. Following existing approval processes within the respective organizational unit and district for the selection, budgeting, purchase, and implementation of any computer system/software to manage information.
- E. Data Custodian: The data custodian is assigned by an administrator, data owner, or the ISO based on his/her role and is generally responsible for the processing and storage of the information. The data custodian is responsible for the administration of controls as specified by the owner. Responsibilities may include:
1. Providing and/or recommending physical safeguards.
 2. Providing and/or recommending procedural safeguards.
 3. Administering access to information.
 4. Releasing information as authorized by the Information Owner and/or the ISO and/or Data Governance Committee for use and disclosure using procedures that protect the privacy of the information.
 5. Maintaining information security policies, procedures and standards as appropriate and in consultation with the ISO and/or Data Governance Committee.
 6. Promoting employee education and awareness by utilizing programs approved by the ISO, where appropriate.
 7. Reporting promptly to the ISO and/or Data Governance Committee the loss or misuse of Marengo County Schools data.

8. Identifying and responding to security incidents and initiating appropriate actions when problems are identified.
- F. User: The user is any person who has been authorized to read, enter, print or update information. A user of information is expected to:
1. Access information only in support of their authorized job responsibilities.
 2. Comply with all data security procedures and guidelines in the Marengo County Schools Data Governance Policy and all controls established by the data owner and/or data custodian.
 3. Keep personal authentication devices (e.g. passwords, secure cards, PINs, access codes, etc.) confidential.
 4. Report promptly to the ISO and/or Data Governance Committee the loss or misuse of Marengo County Schools' information.
 5. Follow corrective actions when problems are identified.

DATA CLASSIFICATION LEVELS

Appendix D

A. Personally Identifiable Information (PII)

1. PII is information about an individual maintained by an agency, including:
 - a. Any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records.
 - b. Any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.
2. Unauthorized or improper disclosure, modification, or destruction of this information could violate state and federal laws, result in civil and criminal penalties, and cause serious legal implications for Marengo County Schools.

B. Confidential Information

1. Confidential Information is very important and highly sensitive material that is not classified as PII. This information is private or otherwise sensitive in nature and shall be restricted to those with a legitimate business need for access. Examples of Confidential Information may include: personnel information, key financial information, proprietary information of commercial research sponsors, system access passwords and information file encryption keys.
2. Unauthorized disclosure of this information to people without a business need for access may violate laws and regulations, or may cause significant problems for Marengo County Schools, its staff, parents, students including contract employees, or its business partners. Decisions about the provision of access to this information shall always be cleared through the information owner and/or

C. Internal Information

1. Internal Information is intended for unrestricted use within Marengo County Schools, and in some cases within affiliated organizations such as Marengo County Schools' business or community partners. This type of information is already widely-distributed within Marengo County Schools, or it could be so distributed within the organization without advance permission from the information owner. Examples of Internal Information may include: personnel directories, internal policies and procedures, most internal electronic mail messages.
2. Any information not explicitly classified as PII, Confidential or Public will, by default, be classified as Internal Information.
3. Unauthorized disclosure of this information to outsiders may not be appropriate due to legal or contractual provisions.

D. Public Information

1. Public Information has been specifically approved for public release by a designated authority within each entity of Marengo County Schools. Examples of Public Information may include marketing brochures and material posted to Marengo County Schools' web pages.
2. This information may be disclosed outside of Marengo County Schools.

E. Marengo County Schools defines Directory Information as follows:

1. Student first and last name.
2. Student home address.
3. Student home telephone number.
4. Student place and date of birth.

5. Student dates of attendance (years).
6. Student grade level.
7. Student diplomas, honors, awards received.
8. Student participation in school activities or school sports.
9. Student weight and height for members of school athletic teams.
10. Student most recent institution/school attended.

ACQUISITION OF SOFTWARE PROCEDURES
Appendix E

PURPOSES OF THE ACQUISITION OF SOFTWARE PROCEDURES

- A. Ensure proper management of the legality of information systems.
- B. Allow all academic disciplines, administrative functions, and athletic activities the ability to utilize proper software tools.
- C. Minimize licensing costs.
- D. Increase data integration capability and efficiency of Marengo County Schools as a whole.
- E. Minimize the malicious code that can be inadvertently downloaded.

SOFTWARE LICENSING

- A. All district software licenses owned by Marengo County Board of Education will be:
 - 1. Kept on file at the central office.
 - 2. Accurate, up to date, and adequate.
 - 3. In compliance with all copyright laws and regulations.
- B. All other software licenses owned by departments or local schools will be:
 - 1. Kept on file with the department or local school technology office.
 - 2. Accurate, up to date, and adequate.
 - 3. In compliance with all copyright laws and regulations.

- C. Software installed on Marengo County Board of Education technological systems and other electronic devices:
1. Will have proper licensing on record.
 2. Will be properly licensed or removed from the system or device.
 3. Will be the responsibility of each Marengo County Board of Education employee purchasing and installing to ensure proper licensing.
- D. Purchased software accessed from and storing data in a cloud environment will have a Memorandum of Agreement (MOA) on file that states or confirms at a minimum that:
1. Marengo County Board of Education student and/or staff data will not be shared, sold, or mined with or by a third party.
 2. Marengo County Board of Education student and/or staff data will not be stored on servers outside the US unless otherwise approved by Marengo County Schools' Data Governance Committee.
 3. The company will comply with Marengo County Board of Education guidelines for data transfer or destruction when contractual agreement is terminated.
 4. No Application Programming Interface (API) will be implemented without full consent of Marengo County Board of Education and the Alabama State Department of Education.
- E. Software with or without physical media (e.g. downloaded from the Internet, apps, or online) shall still be properly evaluated and licensed if necessary and is applicable to this procedure. It is the responsibility of staff to ensure that all electronic resources are age appropriate, FERPA compliant, and are in compliance with software agreements before requesting use.

Staff members are responsible for ensuring that parents have given permission for staff to act as their agent when creating student accounts for online resources.

SUPPORTED SOFTWARE

In an attempt to prevent software containing malware, viruses, or other security risk, software is categorized as Supported and Not Supported Software. For software to be classified as Supported Software downloads and/or purchases shall be approved by the district Technology Coordinator, or their assigned designee(s).

- A. A list of supported software will be maintained on the Marengo County Board of Education District Technology site.
- B. It is the responsibility of the Marengo County Board of Education Technology Team members to keep the list current and for staff to submit apps or other software to the Technology Team.
- C. Unsupported software is considered New Software and shall be approved or it will not be allowed on Marengo County Board of Education owned devices.
- D. When staff recommends apps for the Marengo County Board of Education Mobile Device Management Apps Catalog or software for installation, it is assumed that the staff has properly vetted the app or software and that it is instructional sound, is in line with curriculum or behavioral standards, and is age appropriate.
- E. Software that accompanies adopted instructional materials will be vetted by the Curriculum and Instruction Director and the Technology Coordinator and is therefore supported.

NEW SOFTWARE

In the Evaluate and Test Software Packages phase, the software will be evaluated against current standards and viability of implementation into the Marengo County Board of Education technology environment and the functionality of the software for the specific discipline or service it will perform.

- A. Evaluation may include but is not limited to the following:
 - 1. Conducting beta testing.
 - 2. Determining how the software will impact the Marengo County Board of Education technology environment such as storage, bandwidth, etc.
 - 3. Determining hardware requirements.
 - 4. Determining what additional hardware is required to support a particular software package.
 - 5. Outlining the license requirements/structure, number of licenses needed, and renewals.
- B. Determining any Maintenance Agreements including cost:
 - 1. Determining how the software is updated and maintained by the vendor.
 - 2. Determining funding for the initial purchase and continued licenses and maintenance.
- C. When staff recommends apps for the Marengo County Board of Education Mobile Device Management Apps Catalog or software for purchase and/or testing, it is the responsibility of the appropriate staff to properly vet the app or software to ensure that is instructional sound, is in line with curriculum or behavioral standards, and is age appropriate.

VIRUS, MALWARE, SPYWARE, PHISHING AND SPAM PROTECTION

Appendix F

VIRUS, MALWARE, AND SPYWARE PROTECTION

Marengo County desktops, laptops, and file servers run Anti-Virus software.

INTERNET FILTERING

Student learning using online content and social collaboration continues to increase. Marengo County Schools views Internet filtering as a way to balance safety with learning (letting good content, resources, and connections in while blocking the bad). To balance educational Internet resource and app use with student safety and network security, the Internet traffic from all devices that authenticate to the network is routed through the District's content filter using the user's network credentials. This process sets the filtering level appropriately based on the role of the user, such as, student, staff or guest, and more specifically for students, the grade level of the child. All sites that are known for malicious software, phishing, spyware, etc. are blocked. Requests for blocking or unblocking may be submitted to the District Technology Coordinator, or his/her assigned designee. It is the responsibility of the requesting party to properly vet the site to ensure that is instructional sound, is in line with curriculum or behavioral standards, and is age appropriate.

PHISHING AND SPAM PROTECTION

Email is filtered for viruses, phishing, spam, and spoofing.

SECURITY PATCHES

Windows security patches and other Windows patches are scheduled to “auto-download” and “schedule install.” Servers are scheduled to “auto-download” and are automatically updated.

PHYSICAL AND SECURITY CONTROLS
Appendix G

The following physical and security controls shall be adhered to:

- A. Network systems shall be installed in an access-controlled area. The area in and around the computer facility shall afford protection against fire, water damage, and other environmental hazards such as power outages and extreme temperature situations.
- B. Monitor and maintain data centers' temperature and humidity levels. The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) recommends an inlet temperature range of 68 to 77 degrees and relative humidity of 40% to 55%.
- C. File servers and/or storage containing PII, Confidential, and/or Internal Information shall be installed in a secure area to prevent theft, destruction, or access by unauthorized individuals.
- D. Computers and other systems shall be secured against use by unauthorized individuals. It is the responsibility of the user to not leave these devices logged in, unattended, and open to unauthorized use.
- E. Ensure network systems and network equipment are properly secured to prevent unauthorized physical access and data is properly safeguarded to protect from loss. A record shall be maintained of all personnel who have authorized access.
- F. Maintain a log of all visitors granted entry into secured areas or areas containing sensitive or confidential data (e.g., data storage facilities). Record the visitor's name, organization, and the name of the person granting access. Retain visitor logs for no less than 6 months. Ensure visitors are escorted by a person with authorized access to the secured area.

- G. Monitor and control the delivery and removal of all asset-tagged and/or data-storing technological equipment or systems. Maintain a record of all such items entering or exiting their assigned location using the district approved technology inventory program.
- H. Ensure that technological equipment or systems being removed for transfer to another organization or being designated as surplus property is appropriately sanitized in accordance with applicable policies and procedures.

****See also Appendix I (Purchasing and Disposal Procedures).***

PASSWORD CONTROL STANDARDS
Appendix H

The Marengo County Schools Data Governance and Use Policy requires the use of strictly controlled passwords for network access and for access to secure sites and information. In addition, all users are assigned to Microsoft security groups that are managed through Microsoft Group Policies. The security groups include separate groups at each school for Administration, Teachers, Employees, and Students.

PASSWORD STANDARDS

- A. Users are responsible for complying with the following password standards for network access or access to secure information:
1. Passwords shall never be shared with another person.
 2. Every password shall, where possible, be changed every 90 days, if not more frequently.
 3. Passwords shall, where possible, have a minimum length of eight (8) characters.
 4. When possible, for secure sites and/or software applications, user created passwords should adhere to the same criteria as required for network access.
 5. Passwords shall never be saved when prompted by any application with the exception of central single sign-on (SSO) systems as approved by the Technology Department. This feature shall be disabled in all applicable systems.
 6. Passwords shall not be programmed into a PC or recorded anywhere that someone may find and use them.

7. When creating a password for secure information or sites, it is important not to use passwords that are easily guessed due to their association with the user (i.e. children's names, pets' names, birthdays, etc.). A combination of alpha and numeric characters is more difficult to guess.
- B. Where possible, system software should enforce the following password standards:
1. Passwords routed over a network shall be encrypted.
 2. Passwords shall be entered in a non-display field.
 3. System software shall enforce the changing of passwords and the minimum length.
 4. System software shall disable the user password when more than five consecutive invalid passwords are given. Lockout time shall be set at a minimum of 30 minutes.
 5. System software should maintain a history of previous passwords and prevent their being easily guessed due to their association with the user. A combination of alpha and numeric characters is more difficult to guess.

PURCHASING AND DISPOSAL PROCEDURES

Appendix I

This procedure is intended to provide for the proper purchasing and disposal of technological devices only. Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device may be referred to as systems in this document. For further clarification of the term technological systems contact the Marengo County Schools' District Technology Coordinator.

All involved systems and information are assets of Marengo County Schools and are expected to be protected from misuse, unauthorized manipulation, and destruction. These protection measures may be physical and/or software based.

PURCHASING GUIDELINES

All systems that will be used in conjunction with Marengo County Schools' technology resources or purchased, regardless of funding, shall be purchased from a list approved by the District Technology Coordinator. Systems not on the list must be approved by the District Technology Coordinator. Failure to have the purchase approved may result in lack of technical support, request for removal from premises, or denied access to other technology resources.

ALABAMA COMPETITIVE BID LAWS

All electronic equipment is subject to Alabama competitive bid laws. Generally for technological devices and services, Marengo County Schools purchase from the Alabama Joint Purchasing Agreement (ALJP):

[https://connect.alsde.edu/sites/eia/aljp/SitePages/ALJP%20\(Alabama%20K-](https://connect.alsde.edu/sites/eia/aljp/SitePages/ALJP%20(Alabama%20K-)

[12%20\(IT\)%20Joint%20Purchasing\)Home.aspx](https://connect.alsde.edu/sites/eia/aljp/SitePages/ALJP%20(Alabama%20K-12%20(IT)%20Joint%20Purchasing)Home.aspx). In the event that a desired product is not included in the agreement, Marengo County Schools bids the item or items using the district's competitive bid process. All technological systems, services, etc. over \$15,000 purchased with public funds are subject to Alabama's competitive bid laws. See the Marengo County Board of Education's Purchasing Policy.

INVENTORY

All technological devices or systems are inventoried in accordance with the Marengo County Schools' Finance Department's policies. It is the responsibility of the local school Technology Contact to inventory technological systems used in the local school and manage said inventory. The district technology staff is responsible for ensuring that any network equipment, file servers, or district systems, etc. are inventoried.

DISPOSAL GUIDELINES

Equipment shall be considered for disposal for the following reasons:

- A. End of useful life.
- B. Lack of continued need.
- C. Obsolescence.
- D. Wear, damage, or deterioration
- E. Excessive cost of maintenance or repair.

The local school principal, District Technology Coordinator, and the Chief School Financial Officer shall approve school disposals by discard or donation. Written documentation in the form of a spreadsheet including but not limited to the following shall be provided to the Business Office prior to the next Board of Education meeting:

- A. Fixed asset tag number.
- B. Location.
- C. Description.
- D. Serial number.
- E. Original cost and account code if available.

METHODS OF DISPOSAL

Once equipment has been designated and approved for disposal, it shall be handled according to the Marengo County Schools' Purchasing Policy.

A. Transfer/Redistribution:

If the equipment has not reached the end of its estimated life, an effort shall be made to redistribute the equipment to locations where it can be of use, first within an individual school or office, and then within the district. Service requests may be entered to have the equipment moved, reinstalled and, in the case of computers, laptops, or companion devices, have it wiped and reimaged or configured.

B. Discard

All electronic equipment in the Marengo County Schools district shall be discarded in a manner consistent with applicable environmental regulations. Electronic equipment may contain hazardous materials such as mercury, lead, and hexavalent chromium. In addition, systems may contain Personally Identifiable Information (PII), Confidential, or Internal Information. Systems shall be wiped clean of this information prior to leaving the school district.

A district-approved vendor shall be contracted for the disposal of all technological systems/equipment. The vendor shall provide written documentation verifying the method used for disposal and a certificate stating that no data of any kind can be retrieved from the hard drive or any other component capable of storing data.

Under no circumstances should any technological systems/equipment be placed in the trash. Doing so may make Marengo County Schools and/or the employee who disposed of the equipment liable for violating environmental regulations or laws.

C. Donation

All donations and/or sales shall be approved by the Marengo County Board of Education. If the equipment is in good working order, but no longer meets the requirements of the site where it is located, and cannot be put into use in another part of a school or system, it may be donated upon the written request of the receiving public school system's Superintendent or non-profit organization's director.

It shall be made clear to any school or organization receiving donated equipment that Marengo County Board of Education is not agreeing to and is not required to support or repair any donated equipment. It is donated AS IS.

Marengo County Board of Education staff should make every effort before offering donated equipment, to make sure that it is in good condition and can be re-used. Microsoft licenses or any other software licenses are not transferred outside the Marengo County School system.

Donations are prohibited to individuals outside of the school system or to current faculty, staff, or students of Marengo County Schools without Marengo County Board of Education approval.

REQUIRED DOCUMENTATION AND PROCEDURES

- A. For purchases, transfers and redistributions, donations, and disposal of technology-related equipment, it is the responsibility of the appropriate school staff member to create/update the inventory and to note the transfer or disposal information. When discarding equipment, the fixed asset tag is removed from the equipment and turned in with other documentation to the local school bookkeeper.
- B. When equipment is donated, documentation shall be on-file with the business office prior to the donation. Equipment is donated in order of request.
- C. Any equipment donated shall be completely wiped of all data. This step will not only ensure that no confidential information is released, but also will ensure that no software licensing violations will inadvertently occur. For non-sensitive machines, all hard drives shall be fully wiped using a wiping program approved by the district technology office, followed by a manual scan of the drive to verify that zeros were written.
- D. Any re-usable hardware that is not essential to the function of the equipment that can be used as spare parts shall be removed: special adapter cards, memory, hard drives, zip drives, CD drives, etc.
- E. A district-approved vendor SHALL handle all disposals that are not redistributions, transfers, or donations. Equipment shall be stored in a central location prior to pick-up. Summary forms shall be turned into district technology office and approved by the Finance Director prior to the scheduled “pick up” day. Mice, keyboards, and other small peripherals may be boxed together and shall not be listed on summary forms.

MARENGO COUNTY SCHOOLS TECHNOLOGICAL SERVICES AND SYSTEMS
Memorandum of Agreement (MOA)
Appendix K

THIS MEMORANDUM OF AGREEMENT, executed and effective as of the ____ day of _____, 20 __, by and between _____, a corporation organized and existing under the laws of _____ (the “Company”), and **MARENGO COUNTY SCHOOL**, a public school system organized and existing under the laws of the state of Alabama (the “School Board”), recites and provides as follows.

Recitals

The Company and the School Board are parties to a certain agreement entitled “_____” hereafter referred to as (the “Agreement”). In connection with the execution and delivery of the Agreement, the parties wish to make this Memorandum of Agreement (also referred to as MOA or Addendum) a part of the original Agreement in order to clarify and/or make certain modifications to the terms and conditions set forth in the original Agreement.

The Company and the School Board agree that the purpose of such terms and conditions is to ensure compliance with the Family Educational Rights and Privacy Act (FERPA) and the overall privacy and security of student Personally Identifiable Information (PII) hereafter referred to as student information and/or data, including but not limited to (a) the identification of the Company as an entity acting for the School Board in its performance of functions that a School Board employee otherwise would perform; and (b) the establishment of procedures for the protection of PII, including procedures regarding security and security breaches.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged hereby, the parties agree as follows.

Agreement

The following provisions shall be deemed to be included in the Agreement:

Confidentiality Obligations Applicable to Certain Marengo County Board of Education Student Records. The Company hereby agrees that it shall maintain, in strict confidence and trust, all Marengo County Board of Education student records containing personally identifiable information (PII) hereafter referred to as “Student Information”. Student information will not be shared with any other resource or entity that is outside the intended purpose of the Agreement.

The Company shall cause each officer, director, employee and other representative who shall have access to Marengo County Board of Education Student Records during the term of the Agreement (collectively, the “Authorized Representatives”) to maintain in strict confidence and trust all Marengo County Board of Education Student Information. The Company shall take all reasonable steps to insure that no Marengo County Board of Education Student information is disclosed to any person or entity except those who (a) are Authorized Representatives of the Company performing functions for Marengo County Board of Education under the Agreement and have agreed to be bound by the terms of this Agreement; (b) are authorized representatives of Marengo County Board of Education; or (c) are entitled to such Marengo County Board of Education student information from the Company pursuant to federal and/or Alabama law. The Company shall use Marengo County Board of Education student information, and shall take all reasonable steps necessary to ensure that its Authorized Representatives shall use such information, solely for purposes related to and in fulfillment of the performance by the Company of its obligations pursuant to the Agreement.

The Company shall: (a) designate one of its Authorized Representatives to be responsible for ensuring that the Company and its Authorized Representatives maintain the Marengo County Board of Education student information as confidential; (b) train the other Authorized Representatives with regard to their confidentiality responsibilities hereunder and pursuant to federal and Alabama law; (c) maintain at all times a list of Authorized Representatives with access to Marengo County Board of Education student information.

Other Security Requirements. The Company shall maintain all technologies, policies, procedures and practices necessary to secure and protect the confidentiality and integrity of Marengo County Board of Education student information, including procedures to: (a) establish user IDs and passwords as necessary to protect such information; (b) protect all such user passwords from detection and unauthorized use; (c) prevent hostile or unauthorized intrusion that could result in data corruption, or deny service; (d) prevent and detect computer viruses from spreading to disks, attachments to e-mail, downloaded files, and documents generated by word processing and spreadsheet programs; (e) minimize system downtime; (f) notify Marengo County Board of Education of planned system changes that may impact the security of Marengo County Board of Education data; (g) return or destroy Marengo County Board of Education data that exceed specified retention schedules; (h) notify Marengo County Board of Education of any data storage outside the United States; (i) in the event of system failure, enable immediate recovery of Marengo County Board of Education information to the previous business day. The Company should guarantee that Marengo County Board of Education data will not be sold to, accessed by, or moved by third parties.

In the event of a security breach, the Company shall (a) immediately take action to close the breach; (b) notify Marengo County Board of Education within 24 hours of Company's first knowledge of the breach, the reasons for or cause of the breach, actions taken to close the breach, and identify the Marengo County Board of Education student information compromised by the breach; (c) return compromised Marengo County Board of Education data for review; (d) provide communications on the breach to be shared with affected parties and cooperate with Marengo County Board of Education efforts to communicate to affected parties by providing Marengo County Board of Education with prior review of press releases and any communications to be sent to affected parties; (e) take all legally required, reasonable, and customary measures in working with Marengo County Board of Education to remediate the breach which may include toll free telephone support with informed customer services staff to address questions by affected parties and/or provide monitoring services if necessary given the nature and scope of the disclosure; (f) cooperate with Marengo County Board of Education by providing information, records and witnesses needed to respond to any government investigation into the disclosure of such records or litigation concerning the breach; and (g) provide Marengo County Board of Education with notice within 24 hours of notice or service on Company, whichever occurs first, of any lawsuits resulting from, or government investigations of, the Company's handling of Marengo County Board of Education data of any kind, failure to follow security requirements and/or failure to safeguard Marengo County Board of Education data. The Company's compliance with the standards of this provision is subject to verification by Marengo County Board of Education personnel or its agent at any time during the term of the Agreement. Said information should only be used for the purposes intended and shall not be shared, sold, or moved to other companies or organizations nor should other companies or organization be allowed access to said information.

Disposition of Marengo County Board of Education Data Upon Termination of

Agreement. Upon expiration of the term of the Agreement, or upon the earlier termination of the Agreement for any reason, the Company agrees that it promptly shall deliver to the School Board, and shall take all reasonable steps necessary to cause each of its Authorized Representatives promptly to deliver to the School Board, all required Marengo County Board of Education student data and/or staff data. The Company hereby acknowledges and agrees that, solely for purposes of receiving access to Marengo County Board of Education data and of fulfilling its obligations pursuant to this provision and for no other purpose (including without limitation, entitlement to compensation and other employee benefits), the Company and its Authorized Representatives shall be deemed to be school officials of the School Board, and shall maintain Marengo County Board of Education data in accordance with all federal state and local laws, rules and regulations regarding the confidentiality of such records. The non-disclosure obligations of the Company and its Authorized Representatives regarding the information contained in Marengo County Board of Education data shall survive termination of the Agreement. The Company shall indemnify and hold harmless the School Board from and against any loss, claim, cost (including attorneys' fees) or damage of any nature arising from or in connection with the breach by the Company or any of its officers, directors, employees, agents or representatives of the obligations of the Company or its Authorized Representatives under this provision.

Certain Representations and Warranties. The Company hereby represents and warrants as follows: (a) the Company has full power and authority to execute the Agreement and this MOA and to perform its obligations hereunder and thereunder; (b) the Agreement and this MOA constitute the valid and binding obligations of the Company, enforceable in accordance with their respective terms, except as such enforceability may be limited by bankruptcy or similar

laws affecting the rights of creditors and general principles of equity; and (c) the Company's execution and delivery of the Agreement and this Addendum and compliance with their respective terms will not violate or constitute a default under, or require the consent of any third party to, any agreement or court order to which the Company is a party or by which it may be bound.

Governing Law: Venue. Notwithstanding any provision contained in the Agreement to the contrary, (a) the Agreement shall be governed by and construed in accordance with the laws of the State of Alabama, without reference to conflict of laws principles; and (b) any dispute hereunder which is not otherwise resolved by the parties hereto shall be decided by a court of competent jurisdiction located in the State of Alabama.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be executed by their duly authorized officers effective as of the date first written above.

[COMPANY NAME]

By: _____
(Name, Title)

MARENGO COUNTY SCHOOLS

By: _____
(Name, Superintendent)
Marengo County Schools

Resource 1: ALSDE State Monitoring Checklist

A. Data Governance and Use Policy					
ON-SITE	YES	NO	N/A	Indicators	Notes
1. Has a data governance committee been established and roles and responsibilities at various levels specified?				<ul style="list-style-type: none"> • Dated minutes of meetings and agendas • Current list of roles and responsibilities 	
2. Has the local school board adopted a data governance and use policy?				<ul style="list-style-type: none"> • Copy of the adopted data governance and use policy • Dated minutes of meetings and agenda 	
3. Does the data governance policy address physical security?				<ul style="list-style-type: none"> • Documented physical security measures 	
4. Does the data governance policy address access controls and possible sanctions?				<ul style="list-style-type: none"> • Current list of controls • Employee policy with possible sanctions 	
5. Does the data governance policy address data quality?				<ul style="list-style-type: none"> • Procedures to ensure that data are accurate, complete, timely, and relevant 	
6. Does the data governance policy address data exchange and reporting?				<ul style="list-style-type: none"> • Policies and procedures to guide decisions about data exchange and reporting • Contracts or MOAs involving data exchange 	
7. Has the data governance policy been documented and communicated in an open and accessible way to all stakeholders?				<ul style="list-style-type: none"> • Documented methods of distribution to include who was contacted and how • Professional development for all who have access to PII 	