

Dale County Board of Education Policy Manual

Table of Contents

Preface and Definitions

I. Governing Principles

- 1.01 *Mission***
- 1.02 *Vision***
- 1.03 *Goals***

II. School Board Operations

- 2.01 *Board Composition and Organization***
 - 2.01.1 Composition
 - 2.01.2 Officers
 - 2.01.3 Committees
- 2.02 *Duties and Authority of Board Members***
- 2.03 *Board Member Compensation***
- 2.04 *Board Member Training***
- 2.05 *Board Meetings***
 - 2.05.1 General Provisions
 - 2.05.2 Time and Place
 - 2.05.3 Special (Called) Meetings
 - 2.05.4 Rules of Order
 - 2.05.5 Public Participation
- 2.06 *Superintendent's Responsibilities, Qualifications, and Appointment***
 - 2.06.1 Role, Responsibilities, Qualifications, and Term
 - 2.06.2 Scope of Executive and Administrative Authority
- 2.07 *Recordkeeping and Retention of Board Records***
- 2.08 *Association Membership***

III. Fiscal Management

- 3.01 *Chief School Financial Officer***
- 3.02 *Budget***
- 3.03 *Accounting***
- 3.04 *Finance Manual Authorized***
- 3.05 *Fund Balance Policy in Accordance with GASB Statement No. 54***
 - 3.05.1 Governmental Funds Definitions
 - 3.05.2 Fund Balances
 - 3.05.3 Priority
 - 3.05.4 Review and Reporting
- 3.06 *Audits***

- 3.07 *Inventories***
- 3.08 *Purchasing***
- 3.09 *Deposit and Expenditure of Funds***
 - 3.09.1 Deposits
 - 3.09.2 Investments
 - 3.09.3 Expenditures
 - 3.09.4 Competitive Bid Law
 - 3.09.5 Authorized Signatures
- 3.10 *OMB Part 200***
 - 3.10.1 Cash Management for Federal Funds
 - 3.10.2 Determination of Allowable Costs
 - 3.10.3 Travel Policy
 - 3.10.4 Conflict of Interest Policy
 - 3.10.5 Procurement Policy
- 3.11 *Employee Compensation***
 - 3.11.1 Salaries and Pay Rates
 - 3.11.2 Salary Administration
 - 3.11.3 Salary Deductions
 - 3.11.4 Minimum Wage and Overtime
 - 3.11.5 Compensatory Time
- 3.12 *Expense Reimbursement***
- 3.13 *Fees, Payments, and Rentals***
 - 3.13.1 Facility Use Fees
 - 3.13.2 Copying and Other Charges
- 3.14 *School Accounts***
- 3.15 *Authority to Execute Contracts***
 - 3.15.1 General Authority
 - 3.15.2 Limitation on Authority to Bind the Board
- 3.16 *Affiliated Organizations***
 - 3.16.1 School Sponsored Organizations
 - 3.16.2 Booster Clubs, Parent-Teacher Associations, and Other Affiliated Organizations
- 3.17 *Fundraising***
- 3.18 *Employee Fundraising and Crowdfunding***
- 3.19 *Child Nutrition***
- 3.20 *Worthless Checks***
- 3.21 *Classroom Instructional Support***
- 3.22 *Providing Donated Food to Students***

IV. General Administration

- 4.01 *Security / Access to Schools***
 - 4.01.1 Security Measures Authorized
 - 4.01.2 Access Restrictions Authorized
 - 4.01.3 Adult Sex Offenders
 - 4.01.4 Administrative Discretion Retained
- 4.02 *Safe Schools Policy (Drugs, Alcohol, Tobacco, and Weapons)***

- 4.02.1 Prohibition on the Possession of Firearms
- 4.02.2 Prohibition on the Possession of Weapons
- 4.02.3 Illegal Drugs and Alcohol
- 4.02.4 Tobacco
- 4.02.5 Searches
- 4.02.6 Drug and Alcohol-Free Environment
- 4.02.7 Adoption of Statutory Penalties and Consequences
- 4.03 *Accreditation***
- 4.04 *Use of Board Property***
 - 4.04.1 Equipment, Supplies, Materials, Vehicles
 - 4.04.2 Use of Board Facilities
 - 4.04.3 Renovations or Upgrade to Board Facilities
- 4.05 *Naming Board Facilities***
- 4.06 *Title IX***
 - 4.06.1 Prohibition
 - 4.06.2 Title IX Coordinator
- 4.07 *Complaints and Grievances***
 - 4.07.1 General Complaints (Grievances Procedure)
 - 4.07.2 Limitations Regarding Availability and Application of General Complaint/Grievance Policy
 - 4.07.3 Student Complaints and Grievances
 - 4.07.4 Student Disciplinary Matters
 - 4.07.5 Americans with Disabilities Act Complaint Procedure
- 4.08 *Risk Management***
- 4.09 *Emergency Closing of Schools***
 - 4.09.1 Authority of Superintendent to Close Schools
 - 4.09.2 Make-Up Dates
- 4.10 *Internet Safety and Use of Technology***
 - 4.10.1 Access to Technology Resources
 - 4.10.2 Restriction or Loss of Technology Privileges
 - 4.10.3 Ownership of Technology Resources and Data
 - 4.10.4 Adoption of Rules and Regulations
 - 4.10.5 Limitation on Liability
- 4.11 *Data Governance and Use***
- 4.12 *Political Activity***
- 4.13 *Automatic External Defibrillator (AED)***

V. Personnel

- 5.01 *Employee Qualifications and Duties***
 - 5.01.1 General Requirements
 - 5.01.2 Special Requirements
- 5.02 *Hiring***
 - 5.02.1 Application Procedures
 - 5.02.2 Qualifications
 - 5.02.3 Hiring Authority
 - 5.02.4 At-Will Employment

- 5.02.5 Nepotism
- 5.03 *Probationary Employment***
- 5.04 *Non-Teaching Supplemental Duties***
- 5.05 *Professional Development***
- 5.06 *Employee Conflicts of Interest***
- 5.07 *Employee Gifts***
- 5.08 *Employee Evaluations***
 - 5.08.1 Certified Personnel
 - 5.08.2 Non-Certified Personnel
 - 5.08.3 Use of Evaluations in Connection with Employment Decisions
 - 5.08.4 Special Evaluation Situations
 - 5.08.5 Exempt Personnel
- 5.09 *Personnel Records***
 - 5.09.1 Content of Personnel Files
 - 5.09.2 Employee Access
 - 5.09.3 Alternate Data Storage
 - 5.09.4 Confidentiality
 - 5.09.5 Access to Personnel Files
- 5.10 *Employee Leave***
 - 5.10.1 Work Attendance an Essential Job Function
 - 5.10.2 Absences
 - 5.10.3 Paid Sick Leave
 - 5.10.4 On-The-Job Injury Leave
 - 5.10.5 Personal Leave
 - 5.10.6 Vacation
 - 5.10.7 Professional Leave
 - 5.10.8 Military Leave
 - 5.10.9 Court Leave
 - 5.10.10 Unpaid Leave
 - 5.10.11 Leave of Absence
- 5.11 *Family and Medical Leave Act (FMLA)***
 - 5.11.1 Eligible Employees
 - 5.11.2 Medical Leave Provided by the Act
 - 5.11.3 Serious Health Conditions
 - 5.11.4 Military Family Leave Provided by the Act
 - 5.11.5 Spouse Employed by the Board
 - 5.11.6 Intermittent Leave
 - 5.11.7 Use of Vacation and Sick Leave
 - 5.11.8 Notice
 - 5.11.9 Certification for Medical or Military Caregiver Leave
 - 5.11.10 Certification for Qualifying Exigency Leave
 - 5.11.11 Return to Work
 - 5.11.12 Maintenance and Benefits
 - 5.11.13 Instructional Employees
- 5.12 *Sick Leave Bank***
- 5.13 *Equal Employment Opportunity***

- 5.13.1 Unlawful Discrimination Prohibited
- 5.13.2 Implementing Regulations Authorized
- 5.14 *Employee Sexual Harassment***
 - 5.14.1 Sexual Harassment Prohibited
 - 5.14.2 Definition of Sexual Harassment
 - 5.14.3 Examples of Prohibited Conduct
 - 5.14.4 Sexual Harassment Complaint Procedures Authorized
 - 5.14.5 Initial Confrontation of Accused Harasser Not Required
 - 5.14.6 Notice of Policy to be Promulgated
 - 5.14.7 Confidentiality
 - 5.14.8 Retaliation Prohibited
 - 5.14.9 Penalties for Violation
- 5.15 *Reduction-In-Force***
 - 5.15.1 Definition and Scope
 - 5.15.2 Criteria for Implementing Layoffs
 - 5.15.3 Recall
 - 5.15.4 Notice
- 5.16 *Unauthorized Payments***
 - 5.16.1 Notification to the Employee
 - 5.16.2 Retention and Recovery Authorized
 - 5.16.3 Repayment Required as a Condition of Reemployment
 - 5.16.4 Procedures Not Exclusive
- 5.17 *Drug Free Workplace***
 - 5.17.1 General
 - 5.17.2 Standards of Conduct
- 5.18 *Drug and Alcohol Testing of Safety Sensitive Employees***
 - 5.18.1 Scope
 - 5.18.2 Prohibited Alcohol and Controlled Substance-Related Conduct
 - 5.18.3 Testing Program Authorized
 - 5.18.4 Administration of Program
 - 5.18.5 Compliance with Drug & Alcohol Clearinghouse Requirements
 - 5.18.6 Reports to Clearinghouse
- 5.19 *Searches (Personnel)***
- 5.20 *Prohibition on Aiding and Abetting Sexual Abuse***

VI. Students

- 6.01 *Admissions and Attendance***
 - 6.01.1 Compulsory Attendance and Entrance Age
 - 6.01.2 Admission to Schools
 - 6.01.3 Attendance Zone and Class Assignment
 - 6.01.4 Absences and Excuses
 - 6.01.5 Truancy
- 6.02 *Transfers and Withdrawals***
 - 6.02.1 Transfers
 - 6.02.2 Withdrawals
- 6.03 *Student Fees, Fines, and Charges***

- 6.04 *Concussions***
- 6.05 *Extracurricular Activities***
 - 6.05.1 General
 - 6.05.2 Athletics
- 6.06 *Off-Campus Events***
- 6.07 *Student Publications***
- 6.08 *Equal Educational Opportunities***
- 6.09 *Voluntary Religious Expression***
- 6.10 *Student Sexual Harassment***
 - 6.10.1 Sexual Harassment Prohibited
 - 6.10.2 Definition
 - 6.10.3 Sexual Harassment Complaint Procedures Authorized
 - 6.10.4 Initial Confrontation of Accused Harasser Not Required
 - 6.10.5 Notice of Policy to be Promulgated
- 6.11 *Protection of Pupil Rights Amendment***
 - 6.11.1 Consent
 - 6.11.2 Notice and Option to Opt Out
 - 6.11.3 Inspection
 - 6.11.4 Special Provisions for Certain Students
 - 6.11.5 Additional Policies and Procedures Authorized
- 6.12 *Student Records***
- 6.13 *Student Health Services***
- 6.14 *Student Conduct***
- 6.15 *Searches (Students)***
- 6.16 *Corporal Punishment***
- 6.17 *Physical Restraint***
- 6.18 *Student Suspension (including Students with Disabilities)***
- 6.19 *Student Expulsion (including Students with Disabilities)***
- 6.20 *Electronic Communication Devices***
- 6.21 *Drivers' License***
 - 6.21.1 Drivers' License
 - 6.21.2 Administrative Procedures Authorized
- 6.22 *Jamari Terrell Williams Student Bullying Prevention Act Policy***
 - 6.22.1 Bullying, Intimidation, Violence, and Threats of Violence Prohibited
 - 6.22.2 Definitions
 - 6.22.3 Description of Behavior Expected of Students
 - 6.22.4 Consequences for Violations
 - 6.22.5 Reporting, Investigation, and Complaint Resolution Procedures
 - 6.22.6 Promulgation of Policy and Related Procedures, Rules, and Forms
 - 6.22.7 Construction of Policy
- 6.23 *Suicide Awareness and Prevention***
 - 6.23.1 Program Authorized
 - 6.23.2 Promulgation of Policy and Related Procedures, Rules, and Forms
- 6.24 *Supervision of Low-Risk Juvenile Sex Offenders***
 - 6.24.1 Definitions
 - 6.24.2 Notification

- 6.24.3 Plan Development and Maintenance
- 6.24.4 Supervision
- 6.24.5 Students with Disabilities
- 6.24.6 Violations of the Plan
- 6.24.7 Challenges to the Plan
- 6.24.8 Confidentiality
- 6.24.9 Retaliation
- 6.24.10 Procedures
- 6.25 *Mental Health Services – Annual Notification (adopted July 12, 2022)***
 - 6.25.1 Opt – In Form
- 6.26 *Vape Awareness, Education, and Prevention (adopted October 16, 2025)***
 - Complaint Form Attached

VII. Instructional Program

- 7.01 *Curriculum***
- 7.02 *Textbooks***
- 7.03 *Academic Standards***
- 7.04 *Credit Recovery***
- 7.05 *Testing***
- 7.06 *Summer School Operations***
- 7.07 *Dual Enrollment***
- 7.08 *Virtual School Option***
 - 7.08.1 Scope and Delivery of Services
 - 7.08.2 Student Eligibility Criteria
 - 7.08.3 Monitoring Performance and Testing Requirements
 - 7.08.4 Attendance
 - 7.08.5 Extracurricular Activities
 - 7.08.6 Additional Procedures Authorized
- 7.09 *Career and Technical Education Programs***
 - 7.09.1 Work-Based Learning Experience
 - 7.09.2 Live Work
 - 7.09.3 Safety
- 7.10 *Foreign Exchange Program***
- 7.11 *Extended Programs: Community Education***
- 7.12 *Graduation and Commencement***
- 7.13 *School Wellness***
 - 7.13.1 Nutrition Education and Promotion
 - 7.13.2 Nutrition Standards and Guidelines
 - 7.13.3 Physical Education and Physical Activity Opportunities
 - 7.13.4 Other School-Based Activities Designed to Promote Student Wellness
 - 7.13.5 Administrative Implementation
- 7.14 *Selection of Instructional Materials and Materials for the School Libraries***
 - 7.14.1 Selection
 - 7.14.2 Objections
- 7.15 *Parent and Family Engagement***

- 7.15.1 Joint Development of Required Plans
- 7.15.2 Coordination of Activities within the School System
- 7.15.3 Coordination with Other Laws and Programs
- 7.15.4 Annual Evaluation
- 7.15.5 Involvelement of Parent/Family Members