

Alexander City Board of Education Policy Manual

Table of Contents

Preface and Definitions

I. Governing Principles

- 1.01** *Vision Statement*
- 1.02** *Mission Statement*
- 1.03** *Beliefs*

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*
 - 2.04.1 General
 - 2.04.2 Report
- 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 Local Supplements
 - 3.11.3 Salary Administration
 - 3.11.4 Salary Deductions
 - 3.11.5 Minimum Wage and Overtime
 - 3.11.6 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*
 - 3.19.1 General
 - 3.19.2 Unpaid Meal Charges
- 3.20** *Worthless Checks*
- 3.21** *Classroom Instructional Support*

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 Advertising

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)
- 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 Disclaimer

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 Alternate Data Storage

5.09.3 Confidentiality

5.09.4 Access to Personnel Files

5.10 *Employee Leave*

5.10.1 Work Attendance an Essential Job Function

5.10.2 Absences

5.10.3 Paid Sick Leave

5.10.4 On-The-Job Injury Leave

5.10.5 Personal Leave

5.10.6 Vacation

5.10.7 Professional Leave

5.10.8 Military Leave

5.10.9 Court Leave

5.11 *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 and Alcohol Testing of Safety Sensitive Employees***
 - 5.17.1 Scope
 - 5.17.2 Prohibited Alcohol and Controlled Substance-Related Conduct
 - 5.17.3 Testing Program Authorized
 - 5.17.4 Administration of Program
 - 5.17.5 Compliance with Drug & Alcohol Clearinghouse Requirements
 - 5.17.6 Reports to Clearinghouse
 - 5.17.7 Disciplinary Action
- 5.18 *Searches (Personnel)***
- 5.19 *Prohibition on Aiding and Abetting Sexual Abuse***
- 5.20 *Teacher's Bill Of Rights***
 - 5.20.1 Classroom Management Plans
 - 5.20.2 Exclusion of Student from Classroom by Teacher
 - 5.20.3 Principal Review and Decision
 - 5.20.4 Appeal

VI. Students

- 6.01** *Admissions and Attendance*
 - 6.01.1 Compulsory Attendance and Entrance Age
 - 6.01.2 Admission to Schools
 - 6.01.3 Class Assignment
 - 6.01.4 Absences and Excuses
 - 6.01.5 Truancy
- 6.02** *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** *Student Parking Privileges – Substance Abuse Policy*
- 6.23** *Student Competitive Extracurricular Activity Substance Abuse Policy*
- 6.24** *Jamari Terrell Williams Student Bullying Prevention Act Policy*
 - 6.24.1 Bullying, Intimidation, Violence, and Threats of Violence Prohibited
 - 6.24.2 Definitions

- 6.24.3 Description of Behavior Expected of Students
- 6.24.4 Consequences for Violations
- 6.24.5 Reporting, Investigation, and Complaint Resolution Procedures
- 6.24.6 Promulgation of Policy and Related Procedures, Rules, and Forms
- 6.24.7 Construction of Policy
- 6.25 *Suicide Awareness and Prevention***
 - 6.25.1 Program Authorized
 - 6.25.2 Promulgation of Policy and Related Procedures, Rules, and Forms
- 6.26 *Supervision of Low-Risk Juvenile Sex Offenders***
 - 6.26.1 Definitions
 - 6.26.2 Notification
 - 6.26.3 Plan Development and Maintenance
 - 6.26.4 Supervision
 - 6.26.5 Students with Disabilities
 - 6.26.6 Violations of the Plan
 - 6.26.7 Challenges to the Plan
 - 6.26.8 Confidentiality
 - 6.26.9 Retaliation
 - 6.26.10 Procedures
- 6.27 *Opt-In for Mental Health Services by Parent or Legal Guardian***
 - 6.27.1 Written Notification
 - 6.27.2 Opt-In to Participate in Mental Health Services
 - 6.27.3 Information for Parents/Legal Guardians
 - 6.27.4 Recordkeeping

VII. Instructional Program

- 7.01 *Curriculum***
- 7.02 *Textbooks***
- 7.03 *Academic Standards***
 - 7.03.1 Standards-Based Grading
 - 7.03.2 General Grade Scale
 - 7.03.3 Advanced Placement, Dual Enrollment and Honors Grade Scale
 - 7.03.4 Special Education Grading Standards
 - 7.03.5 Report Cards
 - 7.03.6 Promotion
 - 7.03.7 Class Rankings
 - 7.03.8 Credit Recovery
- 7.04 *Testing***
- 7.05 *Summer School Operations***
- 7.06 *Dual Enrollment***
- 7.07 *Correspondence or Online Courses***
- 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***
 - 7.12.1 Honor Graduates
 - 7.12.2 Valedictorian/Salutatorian
 - 7.12.3 Grade Conversion
 - 7.12.4 Fifth Year Seniors
- 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***
- 7.15 *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 Involvement of Parent/Family Members
- 7.16 *Alabama Released Time Credit Act***
 - 7.16.1 Alabama Released Time Credit Act
 - 7.16.2 Student Participation and Earned Credits
 - 7.16.3 Attendance
 - 7.16.4 Transportation
- 7.17 *Extended Learning Opportunities***
 - 7.17.1 Application Process for Accepting and Approving ELOs Offered for Credit by Outside Entities
 - 7.17.2 Entities That Are Eligible to Submit Applications to Offer ELOs
 - 7.17.3 Process for Students to Follow for Requesting Credit
 - 7.17.4 Criteria to Determine Whether a Proposed ELO Shall Be Approved to Count Toward Credit
 - 7.17.5 Criteria to Award a Student Certificate of Completion and Credit for Completing an Approved ELO