



Lanett
CITY SCHOOLS

*Preparing Lanett Students
to Live Learn Lead*

Lanett City Schools Policy Manual

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LANETT CITY BOARD OF EDUCATION

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CHAPTER 1.00 – PHILOSOPHY

SYSTEM PHILOSOPHY AND MISSION

1.10

The Lanett City Board of Education believes that a strong, effective system of public education is essential for the continuation of the democratic form of government and for good of the nation's citizens.

To develop and maintain an effective and continually improving education program, it is necessary that goals and objectives be determined for the system, for each school, and for each employee. These goals and objectives will enable all concerned to evaluate the effectiveness of the program and of their own efforts.

The mission of the Lanett City Schools is to provide a safe educational environment that produces literate, responsible, and self-motivated students taught by a dedicated, professional staff.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9; 16-3-16 et. seq.**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 1.00 – PHILOSOPHY

SYSTEM LEGAL STATUS

1.12

The Lanett City School System derives its legal status from the State Legislature which, in turn, is subject to the Constitutions of both the State of Alabama and the United States. Amendment 111 to the Alabama Constitution provides that the legislature may by law provide for or authorize the establishment and operation of schools.

The Lanett City School System is, therefore, under the exclusive control and management of the Lanett City Board of Education as prescribed above, and shall be operated in accordance with constitutional and statutory law.

The corporate name of this school system shall be the Lanett City Board of Education, and it conducts its business at 105 N. Lanier Avenue, Lanett, Alabama 36863.

REFERENCE(S):

CODE OF ALABAMA
16-11-1; 16-11-9
ALABAMA CONSTITUTION OF 1901, AMENDMENT 111

HISTORY:

ADOPTED: 10/08/2009
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FORMERLY: AA, ABA

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CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCOPE OF THE SCHOOL SYSTEM

2.10

The Lanett City Board of Education is the governing body of the system and is responsible for the control, operation, organization, management, and administration of public schools in the system pursuant to the provisions and minimum standards prescribed by Alabama and State Board of Education rules.

REFERENCE(S):

CODE OF ALABAMA
16-11-1 et. seq.; ALABAMA CONSTITUTION of 1901, Amendment 111

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: ABA, ABC

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEMBER LEGAL STATUS

2.11

The Board of Education shall be composed of five members, who shall be elected to four year terms by the Lanett City voters and the terms shall run concurrently with those of the city council members.

Qualifications

1. A Board member must be a resident of the City of Lanett,
2. A Board member must not be a member of the City Council,
3. A Board member must be of good character and fitness,
4. No Board member may be subject to the authority of the Board.

No member of the Board of Education shall be financially interested, directly or indirectly, in the business of the board nor be an employee of the Board. Board members should have a genuine interest in and devotion to public education. They should be willing to cooperate by contributing time and effort to work at hand.

Unexpired Term Fulfilment

In the event a vacancy occurs in the membership of the Board, the fact shall be reported to the Lanett City Council by said Board, and the Board shall elect a person to fill such vacancy for the unexpired term. The Board may set anytime to fill the vacancy of the unexpired term.

Resignation of Board Members

A Board of Education member may submit his resignation at any time during his term of office. Such resignation shall be approved by the Board. In the event a board member elects to resign, a written statement of resignation shall be submitted to the Board as far in advance of the effective resignation date as possible.

A Board of Education member shall be considered resigned when he permanently changes his residence from the Lanett City Schools district in which he was elected or appointed, becomes subject to the authority of the Board, as an employee or otherwise, with limited exception, or becomes a member of the City Council.

Removal from Office

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

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

Causes for impeachment of any Board member shall be those applicable to all public officers, namely: (1) willful neglect of duty; (2) corruption in office; (3) incompetency; (4) intemperance in the use of intoxicating liquors or narcotics to such an extent, in view of the dignity of the office and importance of its duties, as unfits the officers for the discharge of such duties; or (5) any offense involving moral turpitude while in office, or committed under color thereof, or connected therewith.

Ref: AL Code 16-12, 16-11-3, 41-16-60, 36-25-1 to -14, AL Const. Art. III, 173-175.

REFERENCE(S):

CODE OF ALABAMA
16-11-2, 16-11-9, 16-11-5 16-8-1; 16-8-2

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: ABC

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEMBER ORIENTATION

2.12

As soon as possible after the appointment of a new Lanett City Board of Education member, the Superintendent should provide him/her with copies of Alabama school laws, the system's policy manual, current budget of the school system, Code of Student Conduct, strategic or other long-range plan and other materials as deemed appropriate by the Superintendent. New members shall be encouraged to attend orientation sessions and other training arranged at the local school system level and by the Alabama Association of School Boards.

REFERENCE(S):

**CODE OF ALABAMA
16-1-6, 16-11-9**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: BBBB**

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEMBER CODE OF CONDUCT

2.19

The Lanett City Board of Education desires to operate with the highest standards of stewardship and principles of public service possible and to that end the board adopts this Code of Conduct to provide that members of this public governing board will:

I. CONDUCT OF INDIVIDUALS

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

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

II. CONDUCT OF INDIVIDUALS AT BOARD MEETINGS

1. Work with other board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.
2. Take actions that reflect that the first and foremost concern is for the educational welfare of all students attending system schools.
3. Make decisions in accordance with the interests of the school system as a whole based on system finances available to accomplish educational goals and comply with the *School Fiscal Accountability Act*.
4. Abide by and support all majority decisions of the board.
5. Act on personnel recommendations of the superintendent in a timely manner.
6. Approve operating budgets and budget amendments that are aligned with system goals and objectives and are fiscally responsible.
7. Honor and protect the confidentiality of all discussions during the executive session of the board.

III. CONDUCT OF THE BOARD AS A WHOLE

1. Recognize that the superintendent serves as the chief executive officer and secretary to the board and should be present at all meetings of the board except when his or her contract, salary or performance is under consideration.
2. Honor the superintendent's authority for the day-to-day administration of the school system.
3. In concert with the superintendent, regularly and systematically communicate board actions and decisions to students, staff, and the community.
4. Review and evaluate the effectiveness of policies and programs to improve system performance.
5. Develop, in concert with the superintendent, the vision and goals for the school system to address student needs, advance student performance, and monitor the implementation of policies and programs.
6. Provide opportunities for all members to express opinions prior to board action.

REFERENCE(S):

**SCHOOL BOARD GOVERNANCE
IMPROVEMENT ACT OF 2012**

HISTORY:

ADOPTED: 12/10/2012

REVISED: _____

FORMERLY: NEW

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD RESPONSIBILITIES, AUTHORITY, and ETHICS

2.20

- I. The Lanett City Board of Education is responsible for the organization and control of the public schools of the system and is empowered to determine the policies necessary for the effective operation and general improvement of the school system. The Board is a public corporate entity and may take action only when the Board is meeting in an official public session and a quorum is present. The Lanett City Board of Education shall limit its action to establishing policy and to meeting the requirements prescribed by federal and state law and rules of the State Board of Education. Individual members of the Lanett City Board of Education have authority to take official action only when sitting as a member of the Board in public session, except when the Board specifically authorizes the member to act. The Lanett City Board of Education shall not be bound in any way by any action on the part of an individual Board member, except when such statement or action is in compliance with the public action of the Lanett City Board of Education.
- II. The specific duties of the Board shall include, but not be limited to the following:
 - A. To select the Superintendent to serve as Chief Executive Officer and to support the Superintendent in the discharge of his/her duties.
 - B. To approve policies relating to the operation of the public schools;
 - C. To adopt a school calendar for each ensuing year, which shall be distributed to the teachers and others as deemed necessary;
 - D. To adopt the annual budget and approve expenditures of funds as recommended by the Superintendent;
 - E. To monitor the financial status of the system;
 - F. To appoint employees only upon the written recommendation of the Superintendent;
 - G. To approve salary schedules upon the recommendation of the Superintendent;
 - H. To consider reports of the Superintendent on the progress of the schools and advise him/her on recommended changes in educational programs;

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- I. To adopt plans for structural improvements and construction of new families and determine the means to finance them, and
 - J. To inform the citizens of the community and pertinent governing bodies of the needs of the schools.
- III. The duties and obligations of an individual Lanett City Board of Education member shall include, but not be limited to the following:
- A. To attend all meetings, so far as possible;
 - B. To become familiar with selected federal and state school laws, State Department of Education rules and regulations, and local Board policies, rules and regulations;
 - C. To assist in establishing the highest goals and objectives for the Lanett City School System which realistically can be achieved;
 - D. To vote and act in the Board meetings for the total good of the school system;
 - E. To accept the will of the majority vote and give support to the resultant policy or personnel selection;
 - F. To represent the Lanett City Board of Education in such a way as to promote public interest in and support for Board-related activities;
 - G. To refer complaints and inquiries to the proper school authorities and to abstain from individual counsel and action;
 - H. To recognize that candid discussions based on objective rationale are vital to the ultimate success of the school system;
 - I. To comply with statutory requirements, state and Lanett City Board of Education policies, and regulations of duly authorized administrative agencies;
 - J. To act ethically in all matters at all times, thereby representing the school system to the best of one's ability; and
 - K. To receive no financial interest or personal benefit, either directly or indirectly, in the purchase of or contract for real or personal property or contractual service with the Lanett City Board of Education.

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

IV. The Lanett City Board of Education adopts for its members the following Code of Ethics:

As a member of the Lanett City Board of Education, I will strive to improve public education, and to that end I will:

- A. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. Recognize that I should endeavor to make policy decisions only after full discussions at publicly held Board meetings and/or work session;
- C. Render all decisions based on the available facts by independent judgement and refuse to surrender that judgement to any individual or special interest group;
- D. Encourage the free expression of opinion by all Board members and seek systematic communication among the Board and students, staff, and all elements of the community;
- E. Work with other Board members and the Superintendent to establish effective Board policies and to delegate authority for the administration of the Lanett City Schools to the Superintendent;
- F. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. Inform myself about the current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations;
- I. Avoid being placed in a position of conflict of interest and refrain from using my Lanett City Board of Education position for personal or partisan gain;
- J. Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law; and
- K. Remember always that my first and greatest concern must be the educational welfare of the students attending the Lanett City School System public schools.

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-11-12, 16-11-17, 16-11-24, 16-22-6, 16-24-1, 36-25-1,
36-26-100, 41-16-50, 41-16-57
Alabama Open Meetings Act No. 2005-40

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: AB, ABA, ABC, BBD, BH

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

ORGANIZATION AND OFFICERS OF THE BOARD

2.21

- I. The Lanett City Board of Education shall elect, at its annual meeting in May of each year, one of its members as President and one as Vice-President. The President shall preside at all meetings of the Board and he/she shall call special meetings when circumstances require such meetings.
- II. The President shall sign, with the Superintendent, the minutes and other official documents which require the signature of the President. He/she shall perform other duties as prescribed by law or specified in the policies of the Lanett City School System.
- III. The President shall preside at all School Board meetings, appoint committees, and perform such other duties as may be prescribed by law or by action of the School Board. The Vice-President shall preside in the absence of the President and shall perform such other duties of the President as required by circumstances.
- IV. If the President and Vice-President are absent from a meeting at which a quorum is present, the Board will elect an acting president.
- V. The Superintendent, as provided by law, shall be the secretary and executive officer of the School Board.
- VI. The Board shall appoint as its executive officer the Superintendent who shall also be the secretary of the board. As secretary, he/she shall conduct all correspondence of the Board, keep and preserve all of its records, receive all reports required by the Board, and ascertain that such reports are in proper form, vacant, or when the Superintendent is absent, the Board may recognize an acting Superintendent in this capacity.

REFERENCE(S):

**CODE OF ALABAMA
16-11-3, 16-11-5, 16-8-7**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: BBA, BBB**

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEETINGS

2.22

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

- I. The Lanett City Board of Education shall hold an annual meeting each May. Regular Board meetings shall be established at the annual organizational meeting. The regular meeting date and place may be changed by Board action at any previous meeting or at the direction of the Superintendent and/or Board President, provided that each member is notified. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.
 - A. Special meetings shall be held at the time designated by the Superintendent, Board President, or when requested by two (2) Board members in written notice.
 - B. Emergency meetings may be held at any time by the Superintendent, either upon his/her initiative or upon the Board President's request. An emergency meeting may be called and the public shall be notified. Lanett City Board of Education members shall be given a tentative agenda during the notification.
- II. Board members shall receive notice of each regularly scheduled Board meeting, including an unapproved agenda, at least twenty-four (24) hours prior to regular Board meetings.
- III. The Board President shall direct the Superintendent to prepare, or cause to be prepared, an agenda for all regular Board meetings. Items of business may be suggested to the Superintendent by Board members, administrative staff, employees, school patrons, or lay citizens of the School District for inclusion on the agenda. Agenda items proposed by school patrons and lay citizens shall be submitted in written form and received in the office of the Superintendent at least five (5) calendar days prior to the meeting date. The determination of proper inclusion of suggested items received from such sources shall be made by the Superintendent, subject to Board review. The agenda and supportive materials for a particular board meeting shall be provided to each Board member at least three days prior to the meeting unless the meeting or agenda item is of an emergency nature. Items of business may not be suggested from the floor for discussion except at the discretion of the President or by a majority vote of Board members present. The Board may, by a majority vote, have an item placed on the agenda that did not meet the time deadlines.

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- IV. All Lanett City Board of Education meetings be conducted in accordance with the latest edition of *Robert's Rules of Order Revised*. A majority of the Board shall constitute a quorum for the transaction of business. An official act of the Board shall require a majority vote of the total membership.

Any charges to be made against an individual shall be in affidavit form. If any information is to be presented in the form of a statement that might be considered derogatory or of a serious nature, such shall be presented in writing.

- V. The Board encourages citizen participation at meetings for the purpose of communicating matters important to the improvement of the school district. The President or presiding officer shall be able to regulate and control public participation. Any concerns or complaints about Board actions or operations may be addressed directly to the Board. Comments involving specific concerns related to instruction, discipline, or learning materials are to be addressed at specific levels in the following order:

- A. Teacher
- B. Designated building-level employee, if applicable (athletic director, counselor, assistant principal, etc.)
- C. Principal
- D. Designated Central office staff member, as determined by the Superintendent
- E. Superintendent
- F. Board of Education

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

- VI. A time for public comments regarding agenda items will be provided at each meeting. Each speaker shall be allotted no more than three (3) minutes to speak. In the case there is a delegation, all of whom wish to address a common or similar concern, they may select one or two persons to speak on their behalf. The entire public participation period is limited to no more than ten (10) minutes.

When a group/individual requests to address the Board, the Superintendent shall establish the following information for consideration of the Board:

- A. The name and address of the person making the request:
- B. The organization or group, if any, represented;
- C. Content of the information to presented – if written material is to be passed out, a copy of such material shall accompany the request;

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- VII. A majority shall constitute a quorum for any Lanett City Board of Education meeting. Unless a majority is present, no meeting can be convened.
- VIII. The official minutes of the Lanett City Board of Education shall be kept as prescribed by Alabama statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.

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

- IX. The Board, upon approval of a majority of the Board, may meet in an executive session in accordance with the Alabama Open Meetings Act. Executive sessions may be called only for one of the following reasons or if otherwise provided by law:
- A. To discuss the general reputation and character/job performance for specified employees
 - B. For formal hearings
 - C. For discussion with an attorney about litigation*
 - D. To discuss security plans and measures
 - E. To discuss criminal investigations/disclose the identity of an undercover agent or informer*
 - F. For negotiations to buy/sell/lease real property
 - G. For preliminary negotiations of trade competition activities*
 - H. For negotiations between the Board and a group of public employees*
 - I. When operating in a quasi-judicial role.

*A written/oral declaration by a statutorily designated authority is required to certify that an executive session is warranted before the Board votes to enter an executive session.

Executive sessions (excluding quasi-judicial or formal hearings) will be convened in the following manner:

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- A. Convene an open meeting.
 - B. Enter a motion stating the reason for the executive session.
 - C. Receive a written or oral declaration (if necessary).
 - D. Vote to go into executive session with each member's vote recorded in the minutes.
 - E. The presiding officer shall state if and when the Board will reconvene in open session.
- X. There shall be no representation by proxy of any Lanett City Board of Education member.
- XI. Public notice shall be given of the time, date, and place of Lanett City Board of Education meetings. Persons wishing to receive individual notice by email must notify the Superintendent in writing of their request. Persons requesting such notice shall be responsible for having a valid email address and are responsible for informing the Superintendent of any change of address. The Board is not responsible for email that is not deliverable for whatever reason. The Superintendent may remove any address for which email is undeliverable via the Internet. The Superintendent shall establish a notification system for members of the public.

REFERENCE(S):

CODE OF ALABAMA
16-11-5, 16-12-3, 16-13-140, 16-16-106, 36-12-40 to 42,
13A-14-2, 36-12-2, 41-13-1, 13-5-1, 36-25A-7
Alabama Open Meetings Act No. 2005-40

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: BC-BCBK

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD POLICY ADOPTION AND DISSEMINATION

2.23

- I. The Lanett City Board of Education shall formulate policies by which its schools shall be managed.
- II. No Lanett City Board of Education policy shall be construed to create or confer any contractual right, property right, entitlement of, expectancy of, or other legal cognizable interest in employment or continuing employment. Nothing in any policy shall be construed to create or grant employment rights greater than or in addition to those expressed in law or written contract.
- III. Before adopting written policies, the Board shall directly or indirectly through the Superintendent, consult with the local employees' professional organization whose parent organization represents the majority of school employees statewide. Input by the applicable professional organization shall be made in writing to the Superintendent. The Superintendent may also consult professional assistants, principals, employees and interested citizens. All policies shall be made available to all persons affected and employed by the Lanett City Board of Education.
- IV. Policy Dissemination
 - A. Board policies and administrative rules and regulations shall also be made accessible to all members of the Lanett City Board of Education, students and members of the community served by the school system.
 - B. Any amendments to the policies, rules and regulations of the Lanett City Board of Education shall be furnished to the affected persons employed by the Board.
- V. The Superintendent shall have the power to act in cases where the Board has not provided policy statements to guide administrative action. However, his/her decisions shall be subject to review of the Board. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

REFERENCE(S):

CODE OF ALABAMA
16-8-10, 16-11-18, AAC Sec.290-3-1-.02

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY 2.25

The Lanett City Board of Education shall be responsible for school and student performance and for developing, approving, implementing, and maintaining a system of school improvement and education accountability pursuant to Alabama statutes and State Board of Education rules. The system shall establish the individual school as the unit for education accountability and shall conform to the provisions of planning and budgeting as required by Alabama statutes.

The system shall include, but not be limited to, the following components:

- I. Whenever required by state or federal statute or rules, school improvement plans/adequate yearly progress goals which are adopted for each system school. Each system school shall develop and submit to the Superintendent, by the date set by the Superintendent, an individual school improvement plan/adequate yearly progress plan for consideration by the Lanett City Board of Education. The approval plan shall be implemented the next school year.
 - A. The plan shall be designed to achieve the state education goals and student performance standards and shall be based on formal and informal needs assessments conducted pursuant to data collection requirements in Alabama statutes.
 - B. The plan shall address school progress, goals, indicators of student progress, strategies, and evaluation procedures, including adequate measures of individual student performance. Also included shall be specific school safety and discipline strategies.
 - C. The plan for each school shall be approved annually and shall be implemented as a new, amended, or continued school improvement plan.
 - D. The plan shall be developed by Lanett City Board of Education employees in each school in conjunction with an advisory council.
- II. The system process for initial approval and subsequent annual approval of Lanett City School System school improvement plans shall provide for each school improvement plan to be reviewed and approved or disapproved by the Lanett City Board of Education.

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LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-6B-3, 16-6B7, 16-11-9, AAC Sec.290-4-1-.01**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: BCD**

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SPECIAL COMMITTEES OF THE SCHOOL BOARD

2.26

- I. Special committees may be appointed by the Lanett City Board of Education President when deemed necessary. The duties of any such committee shall be outlined at the time of appointment; the committee shall be automatically dissolved when the Board accepts the committee's final report. Each Lanett City Board of Education member shall be notified of all committee meetings, but shall have no vote unless the member is serving as a committee member. All meetings of Board committees shall be open to the public.
- II. Special committees or individuals who serve on special committees shall take no action which is binding upon the Lanett City Board of Education.

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-11-9**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: BBC**

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

LEGAL COUNSEL - BOARD

2.30

The Lanett City Board of Education attorney, obtained from outside the Board's membership, shall act as legal advisor to the Lanett City Board of Education and the Superintendent. When approved by the Board, special counsel may be retained to assist in any litigation or other matter.

REFERENCE(S):

**CODE OF ALABAMA
41-16-51(a)(3)**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: BBE**

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD AND SUPERINTENDENT RELATIONS

2.31

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

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

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

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

REFERENCE(S):

CODE OF ALABAMA
16-1-30, 16-11-9

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: BBD

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARDSMANSHIP DEVELOPMENT

2.50

Each member of the Lanett City Board of Education is encouraged to participate in the activities and programs conducted by state, regional, and national school board associations. The Superintendent shall include an amount in each proposed annual budget to cover expenses to support the participation of the Board in activities and programs conducted by the State and other organizations as the Board chooses. Board member travel outside of the state of Alabama must be approved in advanced by the Lanett City Board of Education in order for a member to receive reimbursement.

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

REFERENCE(S)

CODE OF ALABAMA
16-1-6

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: BBBC

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SUSPENSION OF POLICIES

2.60

All policies established at any time by the Lanett City Board of Education pursuant to the Code of Alabama §16-11-18 are implemented with the expectation that they will apply under routine circumstances. No policy is intended to restrict the Board's general authority under §16-11-9 to exercise all powers necessary and proper for the administration and management of the schools. Therefore, whenever in the Board's opinion it would be in the best interest of the system to suspend one or more policies, the Board may acknowledge that fact, suspend the application of the policies, and take whatever action it deems appropriate. Any such action taken by the Board under this policy shall not be a violation of any suspended policy, provided the minutes of the Board reflect the Board's determination that the best interest of the system justified the suspension of the policy.

REFERENCE(S):

CODE OF ALABAMA
16-8-10, 16-11-18

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW

LANETT CITY BOARD OF EDUCATION

Policy Manual

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SUPERINTENDENT SELECTION AND CONTRACT

3.10

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

The Superintendent shall, with the approval of the Board, organize the system staff and schools, create and fill positions, and assign duties and responsibilities

All personnel who work in the Lanett City School System shall be responsible directly to The Superintendent.

The Lanett City Board of Education shall contract with the duly appointed Superintendent, subject to such conditions and limitations as prescribed by law or by Contract with the Board. The Board shall negotiate the salary, additional benefits, vacation entitlement and other leave of the Superintendent.

Additional benefits such as health and other forms of insurance, annual vacation, holidays, compensation rate adjustments, and temporary and extended leaves and absences shall be at least equal to those granted other professional Lanett City School system staff members.

The Superintendent shall also be provided an annual expense allowance.

REFERENCE(S):

**CODE OF ALABAMA
16-9-1; 16-9-2, 16-12-3 16-11-9**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

CALENDAR, LENGTH OF THE SCHOOL DAY AND YEAR

3.12

The Lanett City Board of Education shall approve a school calendar as prepared by the Superintendent to be released to the various schools in the system prescribing or announcing the opening and closing dates of all schools, legal holidays, reporting periods, and due dates of official reports. The annual school calendar for the upcoming school year should be announced from the Superintendent's office prior to the closing date of the current school year.

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

1. School Day - shall not be less than six (6) hours, or 360 minutes, or actual teaching, exclusive of all recesses or intermission periods. Class periods shall be planned to allow for this amount of instructional time.
2. School Year - shall provide for at least the state required number of minutes for classroom instruction.

The school principal shall ensure that the school's schedule shall reflect at least six (6) hours (360 minutes) of instructional time as specified herein.

The Board has discretionary power to establish holidays to be observed during the school year with exception of Veteran's Day.

The Board shall extend the school year when necessary to meet the minimum requirements set forth by the Alabama Administrative Code and rules of the Alabama State Board of Education regarding the number of days' school shall be in session.

REFERENCE(S):

CODE OF ALABAMA
16-1-1; 16-11-9, AAC §290-3-1-.02(2) (a)

HISTORY:

ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: AE, AEA, AEB, AEBA

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QUALIFICATIONS OF SUPERINTENDENT

3.20

- I. The Superintendent of the Lanett City Board of Education shall possess the following qualifications as minimum requirements:
 - A. Hold a degree from a recognized four-year college or university;
 - B. Three years of successful educational experience as a teacher, principal, supervisor or superintendent during the five (5) years immediately preceding his/her appointment or election;
 - C. Not less than five (5) years of experience in public school work;
 - D. Prior years administrative experience, preferably a broad range of elementary and secondary experience;
 - E. Demonstrated ability in group dynamics and in working with people who have varying backgrounds and interests;
 - F. Ability to view all aspects of issues and deal fairly when views differ from his/her own;
 - G. Demonstrated knowledge of school finance;
 - H. Demonstrated knowledge of educational research and methods of research;
 - I. Ability to delegate authority;
 - J. Hold an Alabama certificate in administration and supervision certificate;
 - K. Possess good character, high moral standing and integrity;
 - L. Any other qualifications that the Board deems necessary and proper.
- II. Any candidate selected must satisfactorily complete the State Department of Education's training on school finance, education law and curriculum/instruction.

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REFERENCE(S):

**CODE OF ALABAMA
16-9-2, 16-11-9, 16-12-3**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: CEA**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

RESPONSIBILITIES OF SUPERINTENDENT

3.22

- I. The Superintendent shall be responsible for the administration of the entire school system as provided by law, State Board of Education and Lanett City Board of Education rules. The Superintendent shall keep the Lanett City Board of Education apprised of all relevant facets of the school system activities and operations as appropriate.
- II. The Superintendent serves as the secretary and executive officer of the Lanett City Board of Education. He/she shall be responsible for keeping such minutes and records as may be necessary to set forth clearly all actions and proceedings of the Board. The Superintendent shall inform the Lanett City School System employees of any Board action relating to them.
- III. All members of the instructional and non-instructional staff shall be under the general supervision of and subject to the direction of the Superintendent.
- IV. The Superintendent shall have the authority to issue directives and to prescribe such procedures as may be necessary to carry out the purpose of Lanett City Board of Education policy.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-12-1 TO -21,
16-11-9, 16-12-3, 36-5-1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: CEB

CHAPTER 3.00 - SCHOOL ADMINISTRATION

OPENING AND CLOSING OF SCHOOLS

3.24

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

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

REFERENCE(S) IMPLEMENTED:

CODE OF ALABAMA
16-1-1, 16-11-9, 16-12-3

HISTORY:

ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: NEW

CHAPTER 3.00 - SCHOOL ADMINISTRATION

EMERGENCIES

3.25

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

REFERENCE(S):

CODE OF ALABAMA
16-8-9, 16-11-9

HISTORY:

ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: AFC, EBBD

CHAPTER 3.00 - SCHOOL ADMINISTRATION

RESPONSIBILITIES OF PRINCIPALS

3.30

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

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-24B-4**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SAFE AND SECURE SCHOOLS

3.40

- I. The Lanett City Board of Education has as its first obligation to provide a safe, secure, and orderly learning environment in all schools and at all school-sponsored activities.
- II. An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending Lanett City Board of Education or school-sponsored events or activities. All procedures shall reflect the following provisions:
 - A. No persons other than Lanett City School System students and employees shall be on a school campus during school hours unless they have been approved by the principal's office.
 - B. A student who is suspended or expelled is not in good standing and is not permitted on the Lanett City school campus or school grounds.
 - C. Any person on a Lanett City school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify a building administrator.
 - D. Individuals who enter Lanett City School System property, a Lanett City Board of Education meeting or attend a school-sponsored activity without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the Board President, Superintendent or designee, principal or person in charge are subject to criminal penalty as provided in Alabama statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity of refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at Lanett City School System schools or school activities.

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III. Safety - Emergency Plans

- A. A comprehensive safety plan complying with State Department of Education guidelines will be developed, implemented and periodically reviewed.
- B. Procedures for review, distribution, revision, notification, and training related to the implementation of emergency plans shall be developed and carried out at the direction of the Superintendent to ensure compliance with safety and emergency rules, regulations, and recommended guidelines for the protection of all employees, visitors, and students of Lanett City Schools.

REFERENCE(S):

**CODE OF ALABAMA
16-1-24, 16-1-24.1, 16-6B-5,
16-11-9, 16-12-3, 36-19-10, 36-19-11**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SEX OFFENDERS ON CAMPUS

3.41

No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a K-12 school while school is in session or attend any K-12 school activity unless the adult sex offender does all of the following:

- a) Notifies the principal of the school, or his or her designee, before entering the property or attending the K-12 school activity;
- b) Immediately reports to the principal of the school, or his or her designee, before entering onto the property or attending the K-12 school activity; and
- c) Complies with any procedures established by the school to monitor the whereabouts of the sex offender for the duration of his or her presence on the school property or attendance at the K-12 school activity.

Procedures have been established to effectuate this subsection and are limited to rules that allow the principal of the school, or his or her designee, to discreetly monitor the adult sex offender.

HISTORY:

ADOPTED: 08/26/2014

REVISED: _____

FORMERLY: NEW

CHAPTER 3.00 - SCHOOL ADMINISTRATION

ALCOHOL, ILLEGAL DRUGS AT SYSTEM ACTIVITIES

3.42

No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal drug, as defined by Alabama law, while on Lanett City School System property, at school-sponsored activities, or while on school trips involving students.

- I. Students and employees shall be disciplined for violation of this policy in accordance with established disciplinary procedures and principals shall notify local law enforcement of such violations as required by law.
- II. Any other person having purchased an admission ticket to a Lanett City School System event shall forfeit his/her rights under this rule by having an alcoholic beverage/illegal drugs in his/her possession at the event or be under the influence of an intoxicating beverage or illegal drug.

REFERENCE(S):

CODE OF ALABAMA
16-1-10, 16-1-24.1, 16-11-9, 16-12-3

HISTORY:

ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: GAM

CHAPTER 3.00 - SCHOOL ADMINISTRATION

PROHIBITION OF HARASSMENT

3.43

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

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

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

CHAPTER 3.00 - SCHOOL ADMINISTRATION

1. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
 2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.
- D. Penalties – A substantial charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.

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- IV. Sexual Harassment by Employees – Definition – Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:
- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;
 - B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
 - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or student's educational performance, or creating an intimidating, hostile or offensive work or school environment.
 - D. Examples of sexual harassment may include, but are not limited to, the following:
 - 1. Verbal harassment or abuse of a sexual nature;
 - 2. Subtle pressure for sexual activity;
 - 3. Repeated remarks to a person with sexual or demeaning implications, e.g., a person's body, clothes or sexual activity;
 - 4. Unwelcome or inappropriate physical contact such as patting, pinching or unnecessary touching;
 - 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
 - 6. Display of sexually suggestive objects, pictures, or written materials.
 - E. Sexual harassment does not refer to occasional compliment or welcomed interactions of a socially acceptable nature.
 - F. Any suspected child abuse shall be reported in accordance with state law.
 - G. Specific Prohibition – Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

1. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from Subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
 2. It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employee who engage in such conduct shall be subject to penalties.
 3. It is sexual harassment for a Lanett City Board of Education employee to use his or her authority to solicit sexual favors or attention from students. Board employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
- H. Procedures – It is the responsibility of any employee to promptly report any occurrence of alleged sexual harassment. This policy on sexual harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of sexual harassment, that management will promptly investigate all alleged incidents of sexual harassment, and appropriate corrective action will be taken. Complaints should be reported to the Superintendent or designee and should be in writing, state the act(s), state the name(s) of witnesses and be signed by the complainant.

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

CHAPTER 3.00 - SCHOOL ADMINISTRATION

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

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

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3, 26-14-3**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: GAM**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

EQUAL OPPORTUNITY

3.44

- I. No person shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school system except as provided by law. In addition, Lanett City Schools does not discriminate in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.
- II. The Lanett City Board of Education shall comply with the Americans with Disabilities Act of 1990 (ADA). This law makes it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his/her job with reasonable accommodations.
- III. Persons alleging such discriminations shall use the grievance procedure provided elsewhere in these policies as a remedy.
- IV. The Superintendent shall develop procedures to notify Lanett City Schools System employees, applicants for employment, and other affected groups.

REFERENCE(S): **CIVIL RIGHTS ACT OF 1964 AND AMENDMENTS,
AMERICANS WITH DISABILITIES ACTS OF 1990 AND 1993,
US CONSTITUTION AMENDMENT XIV,**

HISTORY:

ADOPTED: 09/14/2009

REVISED: _____

FORMERLY: GAAA

CHAPTER 3.00 - SCHOOL ADMINISTRATION

TOBACCO USE IN SYSTEM FACILITIES

3.45

The Lanett City Board of Education prohibits the use or possession of tobacco in any form by students, faculty, support personnel, or any other person on school grounds.

Parents/guardians and other persons are hereby notified that they are prohibited from use or possession of tobacco in any form on Lanett City School System property at any time.

School principals and other work site supervisors as may be designated are directed to post signs at the entrance of all school buildings and on the grounds of Lanett City School System property designating the school property as a tobacco free facility.

Lanett City Board of Education employees found in violation of this policy are subject to disciplinary actions including but not limited to: reprimand, suspension pending a hearing, and termination of employment. Students in violation of this policy shall be subject to disciplinary action in accordance with established school system disciplinary procedures.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, AAC 290-(1)(b)(2)-.02**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: GAM**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

ALABAMA'S UNSAFE SCHOOL CHOICE OPTION

3.46

A transfer option school (or persistently dangerous school) in the state of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. For the purpose of this definition, a "violent criminal offense" shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama; and use of a handgun, firearm component, explosive, knife, and other "unknown weapons" as defined by the Student Incident Report (SIR).

- I. In the event that a student in the Lanett City district is identified by the Alabama State Department of Education (ALSDE) as a transfer option school, the following steps will be taken.
 - A. Parents/guardians of each student will be notified within ten (10) working days.
 - B. Because the structure of Lanett City Schools is such that there is one (1) school per grade span, there is not an option to transfer to a different school within the district. Students may be offered the option to transition to a virtual learning program, or the district may consider options such as a transfer agreement with a neighboring school district.
 - C. The district will collaborate with the ALSDE to develop and implement a corrective action plan.
- II. A student who becomes the victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities may be offered the option to transition to a virtual learning program, or the district may consider options such as a transfer agreement with a neighboring school district. The LEA shall notify the student of the right to transfer within ten (10) calendar days from the date of a final determination that a violent criminal offense has occurred.

REFERENCE(S)

CODE OF ALABAMA
290-3-1-.02

NCLB ACT OF 2001, PUBLIC LAW 107-110, TITLE IX

HISTORY:

ADOPTED: 09/14/2020
REVISED: _____

CHAPTER 3.00 - SCHOOL ADMINISTRATION

PUBLIC INFORMATION

3.50

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

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3, 36-12-40, 41-13-1

HISTORY:

ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: NEW

CHAPTER 3.00 - SCHOOL ADMINISTRATION

COPYING OF PUBLIC RECORDS

3.51

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

REFERENCE(S):

CODE OF ALABAMA

16-11-9, 16-12-3

HISTORY:

ADOPTED: 09/14/2009

REVISED: _____

FORMERLY: NEW

CHAPTER 3.00 - SCHOOL ADMINISTRATION

FLAG DISPLAY AND PLEDGE

3.60

- I. The Pledge of Allegiance to the flag shall be recited at the beginning of each school day in Lanett City School System schools.
- II. Students shall have the opportunity to voluntarily recite the Pledge of Allegiance each day.
- III. The United States flag and the Alabama state flag shall be displayed appropriately during the school year.

REFERENCE(S):

**CODE OF ALABAMA
16-43-3, 16-43-5**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

A PERIOD OF QUIET REFLECTION

3.61

At the opening of every school day, Lanett City School System teachers shall provide students a moment of quiet reflection for one (1) minute.

REFERENCE(S):

**CODE OF ALABAMA
16-1-20.4**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SCHOOL VOLUNTEERS

3.70

The Lanett City 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 district, subject to suitable regulations and safeguards. These regulations and safeguards shall include volunteer operating within the written authorization of the Board and/or members of its administrative staff and under the supervision of Board employees. These regulations shall be developed and promulgated by the Superintendent or staff in cooperation with the faculty of each school.

Any volunteer (i.e., a person performing services for non-profit organization, a non-profit corporation, a hospital, or a governmental entity without compensation, other than reimbursement for actual expenses incurred) shall be immune from civil liability in any action on the basis of any act or omission of a volunteer resulting in damage or injury if:

1. The volunteer was acting in good faith and within the scope of such volunteer's official functions and duties for a non-profit organization, a non-profit corporation, hospital, or a governmental entity; and
2. The damage or injury was not caused by willful or wanton misconduct by such volunteer.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3

HISTORY:

ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: NEW

CHAPTER 3.00 - SCHOOL ADMINISTRATION

COMMUNICABLE DISEASES

3.80

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

I. Communicable/Infectious Diseases or Conditions

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

II. Infectious Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood-borne infections.

Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The Superintendent's designee shall implement the precautions and investigate, correct, and report on instances of lapse.

III. Exposure Control Plan and Staff Development

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

REFERENCE(S):

CODE OF ALABAMA
16-11-2, 16-11-9, 16-22-3

HISTORY:

ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: NEW

LANETT CITY BOARD OF EDUCATION

Policy Manual

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CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

THE CURRICULUM

4.10

- I. The Lanett City School System curriculum shall be determined by
 - A. Current Alabama State Department of Education Courses of Study;
 - B. Alabama statutes, State Board of Education rules, and policies of the Lanett City Board of Education;
 - C. Regular evaluation of curriculum effectiveness; and
 - D. Students' needs and interests.
- II. The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the system.
- III. The Superintendent shall designate appropriate staff members who are responsible for the development and coordination of the curriculum of the system.
- IV. The Superintendent shall cause to be developed and regularly updated a program of instruction for all grade levels.
- V. The responsibility and right of an instructional staff member to present Information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues which are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions.
- VI. When dealing with political issues, the positions of all parties will be presented on a non-partisan basis.
- VII. The Superintendent shall recommend and the Board shall approve standards relating to graduation requirements, dual enrollment, promotion and retention, grading system and method of reporting.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- VIII. All course materials and verbal or visual instruction shall conform to the requisites and intent of Alabama law and the state Constitution. All instructional materials, including teachers' manuals, films, tapes, or other supplementary instructional material, shall be available for inspection by parents/guardians of the children engaged in such classes.
- IX. The Superintendent or designee shall develop procedures to ensure that all aspects of curriculum development are implemented.
- X. There shall be a systematic and comprehensive evaluation of the instructional program and all related areas.

REFERENCE(S):

CODE OF ALABAMA
16-6B-2, 16-11-20, 16-35-5, 16-40-2, 16-40-3
16-40-7, 16-40-5.1, 16-3-15

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: I, IA, IB

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SPECIAL EDUCATION

4.11

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

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

REFERENCE(S):

CODE OF ALABAMA
16-39A-1, 16-39-1, 16-39-31

HISTORY:

ADOPTED: 10/08/2009
REVISED: 08/10/2020
FORMERLY: IDD, IDDC, IDDF

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

AT - RISK PROGRAM

4.12

The Superintendent or designee shall develop, for the Lanett City Board of Education's approval, a plan for at-risk students addressing drop-out prevention. Components of the plans for academically at-risk students may include, but are not limited to Children's First, Title I, Title VI, and other state, federal, or local initiatives.

REFERENCE(S):

CODE OF ALABAMA

16-1-13, 16-1-16

HISTORY:

ADOPTED: 110/08/2009

REVISED: _____

FORMERLY: IDD, IDDB,

IDDG

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

HOMEWORK

4.13

Students will be provided opportunities to enhance and expand their understanding of skills and concepts through appropriate homework assignments. Such assignments should logically relate to classroom activities. Homework may be assigned to individual students within a class and/or to the entire class based on teacher judgement.

I. Purpose of Homework -

The assigning of homework for instructional purposes should be based on the following principles:

- A. Homework instruction should be assigned for preparation, practice, extension, and creativity purposes.
- B. The Preparation Levels should include activities that help students to gain benefits from previous or future lessons.
- C. Practice Level assignments should involve mastery of specific skills.
- D. Assignment on the Extension Level should aid students in the transfer of concepts to application.
- E. Creativity Level assignments should require an original interpretation of concepts to situations.

II. Students' Responsibilities

- A. Students should accept the responsibility of assignments missed - both in the classroom and homework. Students must accept the responsibility of knowing where textbooks, workbooks, and/or notebooks are that will be needed for completing assignments.
- B. Arrangements for picking up homework should be the responsibility of the student/parent/guardian.
- C. A student who has been absent from class one day/one period who has pre-assigned homework prior to the absence, should be prepared to turn in those assignments upon returning to school.

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D. Students will be expected to assume the following responsibilities when homework is assigned:

1. Complete the assignment in the specified time periods.
2. Return the assignments on time.
3. Do the best work possible when completing assignments.

III. Teacher Responsibilities -

Teachers will be expected to assume the following responsibilities when homework is assigned:

- A. Assign homework on a regular but reasonable basis, keeping in mind the nature of the assignment, the age of the student, and demands that may be placed on students by other teachers.
- B. Assign homework that is related to instructional activities.
- C. Grade/check the homework and return it to students on a timely basis.
- D. Utilize homework as an important part of student evaluation.
- E. Expect all students to complete assignments.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-11-12**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: IHB**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SUMMER PROGRAMS

4.14

- I. The Lanett City Board of Education authorizes summer programs when needed. The Superintendent or designee shall determine the building site(s).
- II. Summer program requirements and extended school year services shall be developed by the Superintendent and approved by the Lanett City Board of Education.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: IDCA, AEBA

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SCHOOL DONATIONS

4.15

Where school funds are not otherwise available for consumable instructional supplies and personal items to meet the instructional needs of Lanett City School System students, donations and fees may be solicited from students and parents with such donations and fees to be known as "School Supplemental Instructional Donations and Fees," provided that any such solicitation has prior approval of the principal.

- I. Communications to parents and students in format must clearly indicate that the response to such solicitation on the part of any student or his/her parents/guardians shall be voluntary, and no sanctions shall be imposed against the student or embarrassment caused a student or his/her parents/guardians for failure or refusal to make a donation or pay a fee.
- II. The principal shall keep the Superintendent apprised of such requests.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-11-26, 16-13-13

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDENT FEES, FINES AND CHARGES

4.16

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

REFERENCE(S):

CODE OF ALABAMA
16-10-6, 16-11-9, 16-11-26,
16-12-3, 16-8-7, 16-13-13, 16-36-69, 16-39-3

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: DFJ

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

DUAL ENROLLMENT

4.17

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

- I. Eligible Students - Students participating in a dual enrollment program shall pay normal tuition as required by the postsecondary institution and shall meet the following requirements:
 - A). Have a composite average of 80 as computed by averaging all completed core high school courses;
 - B). Have written approval of the student's Principal and Superintendent; and
 - C). Be in grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student's Principal and Superintendent and in accordance with AAC Sec.290-8-9-.17 regarding gifted and talented students.
 - D). Students enrolled in grades 10, 11, or 12 who do not have an 80 average in completed high school core courses may be deemed eligible to participate in dual enrollment courses pending demonstrated ability to benefit as documented by successful completion and placement identification on assessments approved by the Department of Postsecondary Education. Students eligible under this section will be restricted to pursuing vocational and health-related courses. Students enrolled under this provision must have earned a "B" average in high school courses related to the occupational/technical studies, if applicable, which the student intends to pursue at the postsecondary level and have maintained an overall grade point average of 2.50. Students enrolled under this provision must have written approval of the student's Principal and Superintendent.

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II. Course Offerings

- A). Courses shall be postsecondary/college level. Postsecondary/college level remedial courses shall not meet the requirements of this program.
- B). Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the student's Principal, Superintendent, and the participating postsecondary institution President.
- C). The Superintendent or his/her designee will put into place necessary procedures, forms, etc. as needed to implement Dual Enrollment.

III. Credits

- A). Ten quarter/six semester credit hours at the post-secondary level shall equal one credit at the high school level in the same or related subject. Semester credit hours at the postsecondary level for high school courses specifically named as a requirement for graduation are found on the Dual Enrollment-High School Graduation Requirement Equivalency List. Partial credit agreements shall be developed between the local Board of Education and participating postsecondary institutions.
- B). Articulation agreements, with all postsecondary institutions participating in this program will utilize these guidelines.

REFERENCE(S):

**CODE OF ALABAMA
16-1-30, 16-11-9, AAC Section 290-3-1-.02(10)**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: IDCE**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDY / WORK RELEASE PROGRAMS

4.18

For School Approved Programs

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

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

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

For Other Purposes

Students shall not be permitted to leave school early on a continuing basis except for participating in an approved cooperative education/special education transition program.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

Release of Fifth Year Seniors

Students classified as fifth (5th) year seniors (at least five (5) years in grades 9-12) may be granted permission to attend school only for the time required to attend the classes necessary for earnings the Carnegie Units needed for graduation, provided the following provisions are met:

1. Permission is granted by the principal.
2. Parental approval is granted in writing.
3. The student abides by all rules and regulations set by the school principal, i.e. the student leaves the campus at the release time, remains off the campus, etc.

Employment After School Hours

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

REFERENCE(S):

**CODE OF ALABAMA
16-3-18, 16-37-4 and 5; 25-8-4; 25-8-16;
Legislative Act 87-675**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: IDCF, JJ, JJA, JJB**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

CLASSROOM INSTRUCTIONAL SUPPORT FUNDS

4.20

- I. The distribution of funds for classroom instructional support materials shall be based on projected enrollment, available funds, and Alabama statutes and shall include library enhancement, classroom materials and supplies, professional development, technology, and other classroom instructional support approved by the State Board of Education.
- II. Each Lanett City School System school shall form a committee to develop a budget for library enhancement, classroom materials and supplies, professional development, and technology.
 - A. The committee composition and procedures used by such committee will follow Alabama statutes and guidelines.
 - B. The proposed budget shall outline common purchases, specify the common items which may be purchased and designate a specific allotment per teacher.
 - C. The proposed budget will be consistent with the plans developed for the school and the Lanett City School System.
 - D. The proposed budget will be submitted for approval by the teachers at each school after the start of the current school year.
- III. All funds must be spent on classroom instructional support purposes consistent with system and state rules; funds may be spent on instructional and electrical equipment used in the classroom with students.
- IV. Funds should be made available to each teacher before December 1 each year. Unused funds will revert to the state and/or system.
- V. The Superintendent and the CSFO shall establish a timeline by which purchases must be finalized each year in order to ensure timely and efficient accounting for all funds prior to the close of the fiscal year.

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REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3, 16-36-61, 16-36-62, 16-36,68,
16-36-69, 16-36-70, 16,39-3

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: GAB

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

INSTRUCTIONAL MATERIALS AND TEXTBOOKS

4.21

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

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

The Superintendent shall develop procedures based on Alabama statutes for purchasing, managing, selling, and discarding textbooks and other instructional materials.

REFERENCE(S):

CODE OF ALABAMA
16-36-4 to -19; 4-16-98, LEGISLATIVE ACT 98-320

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: IFA, IFAA, IFAB

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

LIBRARY MEDIA CENTERS

4.22

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

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

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

Since the library media program is an integral part of the total school program, the school's philosophy and goals help establish direction for library media services. Programs may vary somewhat based on different school characteristics; however, some functions will be common in all schools. Those functions include:

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

The Lanett City School System library media specialists and teachers should collaborate to insure that all students have adequate and equal access to the library media center and its collection.

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REFERENCE(S):

CODE OF ALABAMA
16-11-23

HISTORY:

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FORMERLY: IFBD

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

LIBRARY ENHANCEMENT MATERIALS SELECTION

4.23

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

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-11-23, 16-21-1 TO -3**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: IFBD, IFAC**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

CHALLENGED MATERIALS

4.30

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

- I. School/community citizens may register their concerns with the principal of the school where material is being challenged.
- II. All concerns shall be presented in writing to the school principal. The statement shall include the following information:
 - A. Author, compiler, or editor;
 - B. Publisher;
 - C. Title;
 - D. Reason for objection;
 - E. Page number of each item challenged; and,
 - F. Signature, address and telephone number of person making criticism.
- III. These procedures shall be followed for Lanett City School System school-level reviews:
 - A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal shall notify the Superintendent or his/her designee when a committee is convened.
 - B. Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
 - C. Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
 - D. The complainant shall be informed in writing concerning the committee's recommendations.

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- IV. These procedures shall be appropriate for system-level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal.
- A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the Superintendent to review the appeal, to evaluate the challenged materials and to make recommendations of any changes. A committee member shall not be selected from the school where the challenged materials originated.
 - B. The Superintendent shall designate a member of his/her staff to be responsible for the organization of this review committee according to School Board policies.
 - C. The committee's review shall be treated objectively and in a business-like manner and shall be conducted in the best interests of the students, the schools, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
 - D. The committee's recommendations shall be submitted to the Superintendent.
 - E. The complainant shall be informed, in writing, after the committee's recommendation is received by the Superintendent.
 - F. An appeal to the Lanett City Board of Education may be requested by the complainant when the school and system-level appeals do not satisfactorily resolve the concerns. The Board shall review recommendations of the school and system-level committees and shall render the final decision on the complainant's concern.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

CONTROVERSIAL ISSUES

4.31

The Lanett City Board of Education recognizes that controversial issues are an inherent part of our democratic tradition and that knowledge and understanding of controversial issues are an indispensable part of education for citizenship. Therefore, professional employees shall have the freedom to deal with controversial issues in the public school curriculum provided the following guidelines are observed.

- I. Teachers shall adapt the study of controversial issues to the age, maturity and academic background of pupils.
- II. Teachers shall place major emphasis on **HOW** to think rather than **WHAT** to think.
- III. Pupils shall have access, insofar as possible, to all materials that are relevant and educationally significant to the issues at hand.
- IV. Pupils shall have the opportunity to express their opinions within the limits of decency, good will and respect for the opinions of others.
- V. 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.
- VI. Teachers shall seek to develop in pupils the ideals of truth and honesty.
- VII. Teachers shall seek to create an atmosphere in which differences of opinion can be voiced without fear or hostility but with mutual respect for all viewpoints.
- VIII. 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.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- IX. Teachers shall encourage the suspension of judgement and conclusions until all relevant and significant facts have been assembled, critically examined and checked for accuracy.
- X. Teachers shall take a neutral position in the classroom during the discussion of controversial issues.

REFERENCE(S):

**CODE OF ALABAMA
16-9-28, 16-9-21 TO -22**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: IKB**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

PUBLIC APPEARANCE OF SCHOOL GROUPS

4.42

- I. Requests for any Lanett City School System group or organization to make a public appearance shall be directed to the principal for approval.
- II. The parent/guardian shall be notified prior to any public appearance. Such notice shall state the place to be visited, the date of the public appearance, the time of departure, and the time of return to the school. Any student making a public appearance shall present a note from his/her parent/guardian giving permission for the student to make the public appearance. All documents needed in case of emergency should be provided before the public appearance and should be in the possession of the Lanett City Board of Education employee In charge of the public appearance. Medication administration procedures shall be followed in accordance with the established medication disbursement guidelines.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-11-12**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

FIELD TRIPS

4.43

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

- I. All local and in-state field trips, including travel associated with athletic contests, must be approved in advance by the school principal with prior notification given by the Superintendent.
- II. All out-of-state and overnight field trips, including travel associated with athletic contests, must be approved in advance by the principal, and the Superintendent. Requests for out-of-state travel must be approved by the Board. Requests must be submitted one week prior to the scheduled Board meeting.
- III. Requests for approval of all field trips, including travel associated with athletic contests, must be submitted on School System Field Trip Request Forms. Upon approval of any field trip, the school principal shall be responsible for notifying the Superintendent through the submission of a copy of an approved School System Field Trip Request Form.
- IV. Before any trip as noted above is taken, a completed and signed School System Parental Permission Form shall be secured from each student planning to go on the field trip. Students who have not submitted a signed Parental Permission Form shall not be allowed to take the trip. Students participating in a series of trips, such as football, basketball, etc., may submit one (1) Parental Permission Form to cover all trips associated with the activity.

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- V. Field Trip Transportation Using School System or Common Carriers: In order to reduce the costs of field trips for students, Lanett City School System buses should be used for local field trips when possible. Privately owned buses/common carriers may be used for trips extending beyond the normal school day based on prior approval by the Superintendent. Approval for the use of privately owned buses/common carriers must be secured from the principal prior to discussions of the trip with students. Private buses/common carriers should be used only when School System buses are unavailable or impractical. When School System buses are used, the following provisions will apply:
- A. Field trip buses, when available, shall be operated according to terms and conditions that apply specifically to such buses. Reservations must be made through the principal or designee with the teacher/sponsor preparing the Field Trip Request Form for approval by the principal.
 - B. At least one teacher or principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.
 - C. All field trip bus passengers must be enrolled in school, be an employee of the School System, or be designated as chaperon by the field trip sponsor and approved by the school principal.
 - D. The principal of each school is responsible for handling the scheduling of such trips.
 - E. Mileage and other applicable cost factors (driver, substitute driver, etc.) for each field trip will be computed by the Board based on the current, approved rates with billings submitted to schools on a regular basis.
 - F. Only adult drivers with an Alabama Department of Education School Bus Driver Certificate will be permitted to drive field trip buses with the cost of paying the driver to be borne by the school or class making the trip(s).

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- G. The field trip sponsor should return the School System-owned bus in a clean condition as determined by the Transportation Supervisor.
- H. Due to energy regulations, allocations, proration, and other financial problems, the Board may cancel trips, increase prices, or curtail the use of buses. Principals will be notified if changes occur.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW**

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SCHOOL FUNCTIONS

4.44

- I. Any school social function shall be sponsored by an instructional staff member and shall be approved by the principal prior to scheduling.

Lanett City School System faculty members shall be encouraged to attend social functions.

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

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-11-12

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: IKD, IKF

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDENT CLUBS AND ORGANIZATIONS

4.50

- I. All Lanett City School System student clubs and organizations shall be approved by the principal before they can operate within a school.
- II. All student clubs and organizations shall comply with the following:
 - A. All clubs and organizations must clearly establish and adhere to membership criteria that have been approved by the principal.
 - B. The charter and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.
 - C. There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation which recklessly or intentionally endangers a student's mental or physical health or safety.
 - D. Dues shall be reasonable and not prohibitive.
 - E. All meetings shall be held on Lanett City Board of Education property, unless waived upon the faculty sponsor's request and principal's approval of special meetings and events.
 - F. A Lanett City School System faculty sponsor/designee shall be present at all meetings and functions.
 - G. All social events shall be adequately chaperoned.
 - H. All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.
 - I. A student club or organization shall not conduct any activity or act which violates Alabama statutes, Lanett City Board of Education rules, or the regulations of the local school.

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- III. Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.
- IV. Secret societies, social clubs, sororities, fraternities, or any similar organizations are prohibited.

REFERENCE(S):

**CODE OF ALABAMA
16-1-23, 16-11-9**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: JHC, JHCA**

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STUDENT PUBLICATIONS

4.51

Lanett City School System school principals may approve establishment of a school newspaper or magazine for students.

- I. The principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, and programs and for ensuring these publications do not impede or otherwise interfere with the educational purpose of the school.
- II. The principal shall not allow advertisements of intoxicants or tobacco products or other products which would be inappropriate for the intended audience.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

ASSESSMENT PROGRAM

4.60

- I. The Lanett City School System shall periodically assess student performance and achievement within each school of the system. The assessment programs must be based upon local goals and objectives that are compatible with the state Courses of Study adopted by the State Board of Education. All schools will participate in the state assessment program designed to measure annual student learning and school performance.
- II. The Lanett City School System will follow recommendations of the State Board of Education for the provision of test adaptations and modifications of procedures as necessary for students in exceptional education programs and for students who have limited English proficiency.
- III. Test results shall be treated with confidentiality.

REFERENCE(S):

CODE OF ALABAMA
16-6B-1, 16-11-10, 16-9-13, AAC Section 290-4-2-.01-.04

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: II, IIA, IIB, IIC

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

TEST SECURITY

4.61

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

- I. Lanett City School System and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security.
 - A. The testing coordinator shall instruct school test coordinators and principals on test security measures.
 - B. Principals shall be responsible for informing the faculty of test security measures.
- II. The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator. Any unresolved problems in the system shall be reported to the appropriate agency.
- III. The testing coordinator shall oversee the destruction of statewide assessment test materials in a secure manner.

REFERENCE(S):

**CODE OF ALABAMA
AAC Section 290-4-2-.04**

HISTORY:

**ADOPTED: 10/08/2009
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FORMERLY: IIB, IIC**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

REPORT CARDS

4.71

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

REFERENCE(S):

**CODE OF ALABAMA
16-11-9**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: IHAB**

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NON-ACCREDITED OR HOME SCHOOLS

4.80

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

- I. Credit for all elective courses shall be accepted without validation.
- II. Uncontested credit for core courses of English, mathematics, science and social studies shall be transferred as follows:
 - A. Using all available records and nationally standardized tests, if available, the principal or his/her designee shall determine the appropriate placement and then notify the student and the parent/guardian.
 - B. Upon agreement by the parent/guardian, the student shall be assigned to the class and/or grade agreed upon.
 - C. For any initial core course the student completes successfully in this system, he/she shall be permitted to transfer in that subject area all previous credits earned at a non-accredited or home school. (Example: Successful completion of eleventh grade English in this system would allow the student to transfer ninth and tenth grade English if completed Successfully at the non-accredited or home school.
- III. Contested credit for core courses shall be transferred as follows:

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

All transfer students must pass the applicable testing as specified by the Alabama State Board of Education and meet all other requirements for graduation.

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REFERENCE(S):

**CODE OF ALABAMA
16-11-9, AAC Section 290-3-1-.02(7) j2(k)**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

CAREER TECHNICAL COOPERATIVE EDUCATION

4.81

The Lanett City 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 opportunities for work-based experiences/apprenticeships or internships that:

1. are related to existing employment opportunities which offer promotion and advancement.
2. are related to the student's occupational objective.
3. does not displace other workers who can perform such work.
4. are 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:

1. The student and his/her parent(s)/guardian(s) must select the cooperative career/technical course(s) as an elective.
2. The student's parent(s)/guardian(s) must sign a release form authorizing the school to release his/her child from school to travel to and from the educational job site.

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3. All transportation costs must be borne by the student and his/her parent(s)/guardian(s).
4. The student meets prerequisites for the cooperative career/technical course selected as described in the current Lanett City School System course catalog.

REFERENCE(S):

**CODE OF ALABAMA
16-3-12, 16-3-13, 16-37-1**

HISTORY:

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REVISED: August 26, 2014
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SAFETY IN CAREER TECHNICAL CLASSES

4.82

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

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

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

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

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

REFERENCE(S):

**CODE OF ALABAMA.
16-3-12, 16-3-13, 16-37-1**

HISTORY:

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CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

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

4.83

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

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

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

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

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

1. Make students aware of the importance of the proper care of tools, equipment, furnishings, and materials at school and in the workplace.
2. Maintain tools and equipment daily.
3. Make students aware of proper storage of tools, equipment, furnishings, and materials.

REFERENCE(S):

**CODE OF ALABAMA
16-3-12, 16-3-13, 16-37-1**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: August 26, 2014
FORMERLY:**

IDFC

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

LIVE WORK IN CAREER / TECHNICAL PROGRAMS

4.84

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

Live work is defined as work performed by students as part of the instructional training program. This work may be performed by students at a job site or at school. Live work may be performed only when tasks are directly related to the skills currently being taught in the program as part of the course of study or to reinforce skills previously taught. All live work projects must be pre-approved by the teacher in writing and coordinated with the school principal. Live work projects are not to be performed in competition with private enterprise. The career/technical education programs assume no responsibility for the results of the work being performed by students.

The person or organization for which the live work project is performed shall assume all costs of materials, supplies, and parts associated with the work performed by students. The career/technical teacher is responsible for documenting the live work through a work order, the invoicing of the person/organization for which the work is performed, and the collection of all charges associated with the live work projects performed by students. The Lanett City Board of Education, the school, nor school employees shall receive economic benefit from career/technical education live work projects.

REFERENCE(S):

CODE OF ALABAMA
16-3-12, 16-3-13, 16-37-1

HISTORY:

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CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

PLACEMENT AND FOLLOW-UP OF CAREER / TECHNICAL GRADUATES

4.85

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

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

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

REFERENCE(S):

**CODE OF ALABAMA
16-3-12, 16-3-13, 16-37-1**

HISTORY:

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LANETT CITY BOARD OF EDUCATION

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CHAPTER 5.00 - STUDENTS

ADMITTANCE / ENROLLMENT REQUIREMENTS

5.10

- I. Any student who initially enrolls in the Lanett City School System shall be required to present certification of immunization as required by law.
 - A. Students shall present certification of immunization for communicable diseases.
 - B. Immunization shall be required for the prevention of those communicable diseases designated by the State Health Officer.
 - C. A transfer student and any student, for whom the lack of a certificate of immunization is related to their residential, immigrant, or English-speaking status, may be granted thirty (30) school days to provide documentation of school-entry health examination and certificate of immunization record.
 - D. Exceptions may be granted as provided in Alabama statutes and federal law.

- II. The school principal shall determine grade placement of students from a private or non-public school or from home education based on state regulations and Lanett City Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records.

III. Resident Students

The Board defines resident students as students whose parents or legal guardians live within the city limits of the City of Lanett School District. All resident students of the school district shall be entitled to be admitted, subject to policy limitations and judicial constraints, to the Lanett City Schools. The Superintendent shall establish procedures for verification of residency of students enrolled in or seeking to enroll in the Lanett City Schools System.

Children who are enrolled as Homeless, Migratory, or LEP pursuant to the requirements of the **No Child Left Behind Act of 2001** and the **McKinney-Vento Homeless Education Act of 2001**, will be enrolled on probationary status. School district officials shall be diligent in verifying the true status of these students and in assisting parents/guardians in obtaining the otherwise required documents.

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REFERENCE(S):

CODE OF ALABAMA

16-11-9, 16-11-12, 16-12-3, 16-30-1, 16-30-4

HISTORY:

ADOPTED:07/13/2009

REVISED: _____

FORMERLY: JBA, JBB, JBC

JBCA, JBCB

JBCC, JBCCD

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ADMISSION OF HOMELESS, MIGRATORY, IMMIGRANT, STUDENTS IN FOSTER CARE AND LIMITED ENGLISH PROFICIENT STUDENTS 510.1

- I. All homeless, migratory, immigrant, students in foster care, and limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized.
- II. Students who live inside the city limits of the City of Lanett and who are homeless, migratory, immigrant, students in foster care, and/or limited English proficient shall not be prohibited from school enrollment due to any of the following:
 - A. Residency requirements
 - B. Lack of social security number
 - C. Lack of birth certificate
 - D. Lack of school records or transcripts
 - E. Lack of immunizations
 - F. Legal custody requirements
 - G. Transportation
 - H. Language barriers
 - I. Disabilities
- III. A child in foster care remains in his or her school origin, unless it is determined that remaining in the school of origin is not in that child's best interest. If it is not in the child's best interest to stay in his or her school or origin, the child is immediately enrolled in the new school even if the child is unable to produce records normally required for enrollment. The new (enrolling) school immediately contacts the school of origin to obtain relevant academic and other records.

REFERENCE(S):

CODE OF ALABAMA
16-12-3, 16-30-1, 16-30-3, 16-30-4
Title VII-B of the McKinney-Vento Homeless Assistance Act of 2001
ESSA § 1111(g)(1)(E)

HISTORY:

ADOPTED: 07/13/2009
REVISED: 12/14/2016
FORMERLY: JBA, JBB, JBC

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KINDERGARTEN ADMISSION

5.11

Any child shall be eligible for admission to kindergarten if he/she has attained the age of Five (5) years on or before September 1 of the school year. * However, a child who transfers from another state shall be admitted under the same age requirements as established in the state where he/she previously resided. Before admitting a child to kindergarten, the principal shall require evidence of

- I. The child's date of birth documented in the manner provided by Alabama statutes: and
- II. An up-to-date immunization record.

*An opinion of the Attorney General states in effect that under the common law one's age is computed by including the day of birth so that a given age is obtained the day before the birthday anniversary. Therefore, a child whose sixth birthday falls on September 2 is entitled to attend the public elementary schools at the opening of school for that school year. A child whose fifth birthday falls on September 2 is entitled to attend kindergarten.

REFERENCE(S):

CODE OF ALABAMA
16-11-16, 16-28-4, 6-8-41

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: JBA, JBB, JBC

CHAPTER 5.00 - STUDENTS

FIRST GRADE ADMISSION

5.12

For admission to first grade, a student shall be six (6) years old on or before September 1 of the school year. *

Previous attendance in an out-of-state school into which a student was admitted on the basis of age requirement established by the state of residency shall be accepted as meeting the age requirement.

*An opinion of the Attorney General states in effect that under the common law one's age is computed by including the day of birth so that a given age is obtained the day before the birthday anniversary. Therefore, a child whose sixth birthday falls on September 2 is entitled to attend the public elementary schools at the opening of schools for that school year. A child whose fifth birthday falls on September 2 is entitled to attend kindergarten.

REFERENCE(S):

CODE OF ALABAMA
16-11-16, 16-28-4

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: JBA, JBB

CHAPTER 5.00 - STUDENTS

STUDENT RIGHTS AND RESPONSIBILITIES

5.17

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

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

REFERENCE(S):

**CODE OF ALABAMA
16-28A-1, 16-28A-2, 16-28A-3, 16-28A-5**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: NEW**

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SECLUSION AND RESTRAINT FOR ALL STUDENTS

5.18

SECLUSION AND RESTRAINT FOR ALL STUDENTS

All schools and programs will follow Alabama Rule 290-3-1-.02(1)(f) with respect to the use of physical restraint and seclusion. The Superintendent or his/her designee will develop procedures that will specify the manner in which the schools and all personnel within Lanett City Schools will execute the requirements of said rule.

§ I. Definition of physical restraint: Direct physical contact from an adult that prevents or significantly restricts a student's movement. This does not include providing various de-escalation strategies or prompts designed to redirect, guide, or otherwise prevent behavior issues from rising to a level that will require more serious intervention. It does not include providing limited physical contact and/or redirection to promote student safety or prevent self-injurious behavior, providing physical guidance or Prompting when teaching a skill, redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property. The provisions of this procedure apply to all students, attending Lanett City Schools.

§ II. Use of physical restraint: Physical restraint may only be used in those situations in which the student is in imminent danger to himself/herself or others and when the student is not responsive to less intensive behavior interventions including verbal directives and other de-escalation techniques. Physical restraint may not be used as a form of discipline or punishment. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

§ III. Training on the use of physical restraint: Lanett City Schools shall provide annual training for employees who have interest in or whose job may create a need for certification in de-escalation procedures and physical restraint. Such training will be conducted by a certified trainer in a research-based methodology whose credentials are kept on file in the office of the Special Education Coordinator. Each individual who is trained in restraint procedures will be given a certificate as evidence of completion of the course requirements and a roster of those employees who are certified will be kept in the Special Education Coordinator's office. This roster will be provided to the Alabama State Department of Education annually and will be shared with interested stakeholders upon receipt of a written request.

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§ IV. Parental Notification: After any incident which requires the use of physical restraint, parental notification must occur in accordance with state regulations and in no case shall such notification occur more than one school day from the date of the incident. All notifications of the use of physical restraint must be provided by the principal or his/her designee and shall be completed by using the "Parental Notification of Physical Restraint" form adopted by the district. Signed acknowledgement of the receipt of such notice will be retained by the school and if such acknowledgement is not provided within 3 days of the notice being sent, direct contact with the parent must be made in order to confirm their awareness of the incident. Such contact should be documented on the school's copy of the notification form. These procedures will be included in the Lanett City Schools Code of Conduct and/or the local school student handbook.

§ V. Documentation: After any incident in which physical restraint is used, the principal or assistant principal will hold a debriefing session with the staff members who administered, supervised and/or witnessed the use of the restraint. Documentation of the debriefing session, including an overview of the incident and an assessment of the impact of the restraint, will be written on the "Documentation of Physical Restraint" form, which will be maintained in the school office for annual reporting purposes.

§ VI. Periodic Review: The Superintendent or his/her designee shall conduct a semi-annual review of all instances in which physical restraint was used in each school. At the end of each semester, each principal shall submit the "Report of Physical Restraint Use" to the Superintendent or his/her designee. This form will include a listing of each incident where the use of physical restraint was used and brief descriptions of the circumstances and result surrounding the incident.

§ VII. Annual Reporting: At the end of each school year, the Superintendent or his/her designee shall present to the Lanett City Board of Education a report showing the number of occurrences of physical restraint during the previous school term. Such report shall be broken down by school with a brief listing of the circumstances and result surrounding the incident. This report shall also be submitted to the Alabama Department of Education in accordance with the requirements of Rule 290-3-1-.02(1)(f).

§ VIII. Prohibited Actions: In accordance with Rule 290-3-1-.02(1)(f) of the Alabama Administrative Code (AAC), Lanett City Schools will prohibit the use of certain means of seclusion and restraint as deemed inappropriate and/or unreasonable for a student. These prohibited actions include:

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- a) The use of chemical restraint, which is defined as any medication that is used to control violent physical behavior or restrict the student's freedom of movement and that is not a prescribed treatment for the student's medical or psychiatric condition.
- b) The use of mechanical restraint, which is defined as the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. This does not include the use of an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functions, and/or to prevent self-injurious behavior. This does not include seatbelts and other safety equipment when used to secure students during transportation and in accordance with the above referenced rule.
- c) Any method of restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs.
- d) The use of seclusion, which is defined as a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in de-escalation techniques or restraint is physically present in the same unlocked room as the student.

§ IX. Time-Out: The use of time-out is allowable under these rules and is defined as a behavioral intervention in which the student is temporarily removed from the learning activity. In order for time-out to be used in accordance with this policy and the rules of the Alabama Administrative Code, the following conditions must be met:

- a) The time-out location must be a non-locking setting that is appropriately lighted, ventilated, and heated/cooled.
- b) The duration of the time-out is reasonable in relation to the age of the child and purpose of the time-out; each instance of time-out should not exceed 45 minutes.

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- c) The student is reasonably monitored by an attending adult who is in reasonable physical proximity to the student and has sight of the student while in time-out.
- d) The time-out space is free of objects that unreasonably expose the student or others to harm.

HISTORY:

ADOPTED: 01/17/2013

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GRADING REQUIREMENT

5.21

The Lanett City Board of Education requires that students earn a passing grade for academic work, course testing and end of course grade. The passing grade shall be considered 60 or above. Grading requirements for class rankings shall be established at the school level and made available to the public in a school publication such as the school handbook.

HISTORY:

ADOPTED: APRIL 11, 2011

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GRADUATION REQUIREMENTS

5.22

The Lanett City Board of Education requires that students earn 25 credits (Carnegie units) of required core and elective courses and pass applicable testing as specified by the Alabama State Board of Education.

All students entering the 9th grade will be required to complete course requirements specified by the Alabama State Board of Education and Lanett City Schools to earn a high school diploma. Additional endorsements may be earned by taking specified course requirements. These endorsements are:

- Advanced Academic Endorsement
- Career/Technical Endorsement
- Advanced Career/Technical Endorsement

Also effective for students entering the 9th grade in the 2009-2010 school year, Alabama students are required to complete one on-line technology enhanced course prior to graduation. Exceptions through Individualized Education Plans (IEPS) shall be allowed.

Certification of Graduation - The State Board authorizes the issuances of a Certificate of Graduation for special education students for whom it is appropriate as determined by the student's IEP Committee. The student will have the same opportunities to participate in all other activities associated with graduation.

Lanett City School System students must earn one of the approved diplomas described above or be eligible for the Certificate of Graduation to participate in graduation ceremonies.

The Lanett City Board of Education authorizes the Superintendent to follow Alabama State Department of Education guidelines and procedures to enable students of the school system to participate in Credit Recovery, Dual Enrollment, and similar academic Programs as these become available.

REFERENCE(S):

CODE OF ALABAMA
16-4-7, 16-6B-2, 16-11-9, AAC § 290-030-010-.06(11) (k)1

HISTORY:

ADOPTED: 07/13/2009
REVISED: 03/10/2014 1ST READING
REVISED: 08/10/2020
ADOPTED: 04/14/2014
FORMERLY: IHF

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ADVANCED PLACEMENT COURSES

5.24

The Lanett City Board of Education seeks to offer as many Advanced Placement offerings as possible in order to provide a rigorous, college-level experience for students.

Students who complete Advanced Placement courses shall have their final grade weighted by an additional six (6) points (above the calculated final average). The weight shall be applied at the completion of each semester, but not until the semester is completed.

The Advanced Placement exam, as administered according to the guidelines of The College Board, is taken in place of a final semester exam.

REFERENCE(S):

CODE OF ALABAMA
16-11-12

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: NEW

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STUDENT PROMOTION AND RETENTION

5.26

The Lanett Board of Education recognizes a score of 60 as a passing score for assessments and end-of-course grading for all grade levels.

Grades K-6

- Should a student fail reading for the year, promotion to the next grade **will not** be granted.
- Should a student fail two core academic subjects for the year, promotion to the next grade **will not** be granted.
- All third graders, per The Alabama Literacy Act, shall demonstrate sufficient reading skills for promotion to fourth grade. There are “good cause” exemptions such as but not limited to students with Individual Learning Plans (IEP, IELP, 504) and students that have previously been retained 2 times.
- A child with passing grades may be retained based on the teacher’s and parents’/guardians’ judgement that another year in the current grade would strengthen skills, promote maturity, or be beneficial in other ways.
- The parent or legal guardian of any K-3 student who exhibits a consistent deficiency in reading or characteristics of dyslexia at any time during the school year shall be notified in writing.
- Parents requesting retention for their child must meet with the child’s teacher and the principal at least two weeks prior to the end of the school year. This decision cannot be reversed after June 15th of that year because of the need to plan for class sizes for the following school year.

Grades 7-8

Students in 7th and 8th grade must pass math, English Language Arts, science, social studies, physical education, enrichment, and elective classes in order to be promoted to the next grade. Any student who does not meet the promotion requirements will go before the Promotion and Retention Committee.

Grades 9-12

Students must earn at least six (6) credits each year to be promoted to the next grade level. Mid-year promotions will be reviewed and made as necessary. Conditions are as follows:

- To be promoted to the 10th grade, a student must have at least 6 credits at the end of their 9th grade year.

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- To be promoted to the 11th grade, a student must have at least 12 credits at the end of their 10th grade year.
- To be promoted to the 12th grade, a student must have at least 18 credits at the end of their 11th grade year.

Attendance Requirement for Promotion

Elementary School (Grades K-6)

Elementary School students shall be candidates for retention if they have accumulated more than 20 unexcused absences per year. After a student has been absent for a total of 10 days, a professional excuse is required in order for the absence to be excused.

Grades 7-8

Students shall be candidates for retention if they have accumulated more than 20 unexcused absences per year. After a student has been absent for a total of 10 days, a professional excuse is required in order for the absence to be excused.

Grades 9-12

A student who has more than ten (10) unexcused absences per semester is ineligible to receive credits and/or be promoted to the next grade.

Special Education Students

Promotion of any student in a special education program, with the exception of gifted students, must be based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; i.e., for a special education student to be placed at the (6th) grade level, he/she must have been enrolled in school for at least five (5) years.

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REFERENCE(S):

**CODE OF ALABAMA
16-11-12**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: 04/11/2011
REVISED: 06/27/2018
REVISED: 08/12/2019
REVISED: 08/10/2020
FORMERLY: IHE**

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SUICIDE AWARENESS AND PREVENTION

5.27

(Jason Flatt Act)

To the extent that the legislature shall appropriate funds, or to the extent that any local board may provide funds from other sources, each school system shall implement the following standards and policies for programs in an effort to prevent student suicide:

Section 1. Prevention of Suicide

The Jason Flatt Act was passed in order to equip Alabama school districts and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention, and postvention with students at risk, their families, and the communities who may be affected. This act, which amends 16-28B-8 of the Code of Alabama 1975, includes prevention of harassment and violence.

Section 2. The Jason Flatt Act includes several elements which should be interpreted as Policy. School systems will:

1. *Foster individual, family, and group counselling services related to suicide prevention.*
2. *Make referral, crisis intervention, and other related information available for students, parents, and school personnel.*
3. *Foster training for school personnel who are responsible for counseling and supervising students.*
4. *Increase student awareness of the relationship between drug and alcohol use and suicide.*
5. *Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.*
6. *Inform students of available community suicide prevention services.*
7. *Promote cooperative efforts between school personnel and community suicide prevention program personnel.*
8. *Foster school-based or community-based, or both, alternative programs outside of the classroom.*
9. *Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.*
10. *Engage in any other program or activity which the local board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.*
11. *Provide training for school employees and volunteers who have significant contact with students on the local board policies to prevent harassment, intimidation, and threats of violence.*
12. *Develop a process for discussing with students' local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.*

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13. Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing in-service training programs or as a part of the required professional development offered by the local school system.

Section 3. Description of Behavior Expected of Students

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required to (1) comply with the requirements of the law, policy, regulation, and rules prohibiting harassment, violence, or intimidation, and (2) comply with the system's prevention strategies related to suicide prevention, intervention, and postvention support.

Section 4. Responsibility

Any person involved in a cause of action or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this section, shall be subject to state immunity law.

Section 5. Promulgation of Policy and Related Procedures, Rules and Forms

This policy and any procedures and rules developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the district website.

REFERENCE(S):

**CODE OF ALABAMA
LEGISLATIVE ACT 2016-310**

HISTORY:

ADOPTED: 10/17/19

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Jamari Terrell Williams Student Bullying Policy

5.28

- I. No student shall engage in or be subjected to bullying, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Lanett City Board of Education in this policy. Students who violate this policy are subject to disciplinary sanctions.
- II. Definitions
 - A. The term "bullying" as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the characteristics set forth in Section III B below. To constitute bullying, a pattern of behavior may do any of the following:
 - Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
 - B. "Hostile Environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
 - C. The term "violence" as used in this policy means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

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- D. "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly state or implied and the person communicating the threat has the ability to carry out the threat.
- E. The term "threat of violence" as used in the policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- F. The term "intimidation" as used in this policy means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
- G. The term "student" as used in this policy means a student who is enrolled in the Lanett City School System.

III. Description of Behavior Expected of Students

- A. Students are expected to treat other students with courtesy, respect, and dignity and comply with the rules governing student behavior. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- B. Bully, intimidation, violence, or threats of violence are prohibited and will be subject to disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the follow personal characteristics of the victim of such conduct:

- The student's race;
- The student's sex;
- The student's religion;
- The student's national origin; or
- The student's disability.

- IV. A series of graduated consequences for any violation of this policy will be those outlined in the rules governing student behavior or any rule or standard adopted under authority of this policy.

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- V. Reporting, Investigation, and Complaint Resolution Procedures
- A. Complaints alleging violations of this policy must be made on Board-approved complaint forms available in the handbook, on the website, or at the school office. The complaint must be delivered to the principal or the principal's designees either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.
 - B. Upon receipt of the complaint, the principal or the principal's designee will, in his/her sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.
 - C. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of the suicide is child abuse or other significant harm from a parent or guardian.
 - D. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the rules governing student behavior. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy is subject to disciplinary sanctions as outlined in the rules governing student behavior.
- VI. This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9; LEGISLATIVE ACT 2009-571
LEGISLATIVE ACT 2018-472**

HISTORY:

**ADOPTED:
REVISED: 9/11/19**

Student Bullying Complaint Form

This form may be used by a student's parent or guardian to submit a complaint regarding Bullying, Intimidation, Violence, and Threats of Violence as defined by state law and school system policy (Jamari Terrell Williams Student Bullying Policy). This form should be delivered to the principal or the principal's designee either by mail or personal delivery.

Person Reporting Incident: ☐ Student ☐ Parent/Guardian

Name: _____

Home Phone: _____ Email Address: _____

Home Address: _____

Preferred Method of contact: _____

Name of alleged student victim: _____ **Grade** _____

Name of alleged offender(s):

Name of alleged witness(es), if known:

Describe the conduct/circumstances leading to the complaint, including all pertinent facts supporting the complaint

When and where did this happen? (List dates and the location of occurrence)

OTHER INFORMATION:

I believe the incident in question was motivated by the following characteristic(s) (Check All That Apply):

- ☐ Race
☐ Sex
☐ Religion
☐ National Origin
☐ Disability
☐ Other (explain): _____

Did a physical injury result from this alleged incident?

- ☐ No
☐ Yes, but it did not require medical attention
☐ Yes, and it required medical attention

To your knowledge, has the alleged victim threatened suicide?

- ☐ No
☐ Yes (Check all that apply)
 ☐ In writing, whether hand-written or printed text
 ☐ Electronic
 ☐ Verbal
 ☐ Other (explain): _____

Is there any additional information that you would like to provide?

Attach copies of documents or other evidence that is relevant to the complaint

I affirm that the best of my knowledge, the foregoing information is true, accurate, and complete.

Student Signature: _____ Date: _____

OR

Parent/Guardian Signature: _____ Date: _____

Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred. The school administration has the prerogative to investigate any allegations of wrongdoing.

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DUE PROCESS

5.29

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

1. All policies, rules, and regulations at any level shall be consistent with local, county, or city ordinances, statutes of the State of Alabama, administrative regulations of duly authorized agencies; e.g. State Board or State Department of Education.
2. Both policies of the Board and regulations designated by local school administrators shall be specific and precise.
3. No Board policies or local school rules deny any student his constitutional rights.
4. Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the *in loco parentis* position of school officials.
5. Exercise of all authority by administrators, teachers or school officials, should be capable of withstanding close judicial scrutiny relative to freedom from arbitrary, capricious, discriminatory, or otherwise illegal practice.

Procedural due process within the Lanett City School System shall relate primarily to the area of discipline and disciplinary measures, e.g., short-term suspension, long-term Suspension (ten days or more), and expulsion.

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

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

1. The student shall be given oral or written notice of the charges against him
2. The evidence against the student shall be explained to him; and

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3. The student shall be given an opportunity to present his own version of the facts concerning the charges.

When a student is facing possible long-term (more than 10 days) suspension or expulsion, the Board shall afford the student the right of appeal as outlined in the Code of Student Conduct. Should a matter of expulsion be appealed to the Board, the student shall also be afforded the following:

1. The right of counsel;
2. The opportunity for cross-examination of witnesses;
3. A written record at the hearing; and
4. A written record of the decision.

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

REFERENCE(S):

**CODE OF ALABAMA
16-28A-1, 16-28A-2, 16-28A-3, 16-28A-5**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: JCAA**

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STUDENT CONDUCT AND SUPERVISION

5.30

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

- I. The principal or the principal's designated representative shall ensure that students are properly supervised while at school and during any school-sponsored activity.
- II. The teacher, other members of the instructional staff, bus driver, or other assigned supervisory staff shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places when in charge of students.
- III. The Lanett City Board of Education's authority and responsibility do not extend to students while they are being transported by private vehicles not affiliated with a school-sponsored activity or on school property.
- IV. The Code of Student Conduct and any revisions shall be approved and adopted by the Lanett City Board of Education. The Code of Student Conduct shall:
 - A. Be developed with input from Lanett City Board of Education members, appropriate grade level teachers, school personnel, school administrators, students, and parents.
 - B. State grounds for disciplinary action procedures and the rights of students.
 - C. Be distributed to all Lanett City School System teachers, school personnel, students, and students' parent(s)/legal guardian(s) at the beginning of each school year or upon enrollment.
 - D. Be filed in the Superintendent's office and in the office of the school principal.

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- V. The principal shall use the Code of Student Conduct to familiarize students with Lanett City Board of Education rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he or she deems it necessary.

REFERENCE(S):

CODE OF ALABAMA

**16-1-14, 16-1-24, 16-6b-5, 16-11-12, 16-28-2
16-28-12 TO -16, 16-28A-3, 16-41-1 to -10, 16-12-1 to -6, 16-12-15**

HISTORY:

ADOPTED: 07/13/2009

REVISED: _____

FORMERLY: JCDA

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CORPORAL PUNISHMENT

5.30.1

In order to establish and maintain an educational climate conducive to learning, the Lanett City Board of Education permits reasonable corporal punishment (paddling) of students. If such punishment is required, it shall be administered only as a last resort, with extreme care, tact and caution by the principal or his/her designee in the presence of the principal. Such punishment should never be in the presence of other students.

The procedures listed below must be followed to guarantee proper and legally required due process on behalf of the student.

- I. The student must have been informed previously that his/her behavior could bring about the use of corporal punishment.
- II. Prior to corporal punishment, initial efforts and/or alternative methods should be taken in an attempt to modify the student's behavior.
- III. Approval to administer corporal punishment must be obtained from the principal or his/her assistant. Corporal punishment shall be administered in the presence of the principal or designee. Appropriate record of the disposition of all discipline cases involving corporal punishment shall be kept in the office of the principal.
- IV. Corporal punishment should not include more than three (3) licks per school day administered to the buttocks.
- V. Corporal punishment shall not be administered to any student receiving special education services (with the exception of gifted and speech-impaired) until and unless a determination has been made showing that the student's infraction was not a manifestation of his/her disability(ies).

REFERENCE(S):

CODE OF ALABAMA
16-1-14

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: JDA

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DETENTION, SEARCH, AND SEIZURE

5.31

- I. Any instructional or administrative staff member shall be authorized to temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of Alabama statutes, Lanett City Board of Education Code of Conduct or a local school rule.
- II. Desks, lockers and other equipment at school belong to the Lanett City Board of Education and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief that some substance or other material, which is illegal, harmful to the safety of the student himself or the student body as a whole, or significantly disruptive or dangerous to the overall discipline of the school, is contained therein.
- III. Students shall reasonably expect his or her person to be free from search in accordance with rights guaranteed by the U.S. Constitution. Therefore, any search of a student conducted by school officials shall be made only when reasonable belief that the student is in possession of weapons, stolen items, illegal drugs, or other items harmful to the safety of the student or others. Any search shall not be intended to embarrass, intimidate, or harass any student.
 - A. Lanett City School System officials shall be authorized to search a student And the student's property including vehicles under the following conditions
 1. A reasonable cause for a search exists.
 2. The search must be conducted in privacy by a person of the same sex.
 3. A third person of the same sex must be present during the search. and,
 4. When the search involves the student's person, the student is in full agreement with the search.
 - B. Parents or legal guardians shall be notified if the search results in the identification of any illegal paraphernalia.
 - C. If a reasonable cause exists for a search of an individual student and the student does not agree to the search, school officials shall not search the student. The following procedure shall be followed:

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1. The student shall be retained in the presence of school officials under constant observation and supervision.
2. Parents or legal guardians of the student shall be notified and requested to come to the school.
3. Parents or legal guardians shall be informed of the situation and asked to search the student.
4. If parents or legal guardians refuse to cooperate with school officials, appropriate law enforcement authorities shall be notified and proper suspension or expulsion procedures shall be initiated.

REFERENCE(S):

**CODE OF ALABAMA
16-11-12**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: JCAB**

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USE OF VIDEO SURVEILLANCE EQUIPMENT

5.31.1

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

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

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

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

REFERENCE(S):

**CODE OF ALABAMA
16-11-12**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: JCAB**

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USE OF METAL DETECTORS

5.31.2

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

In implementing the use of metal detectors, the following guidelines will be followed:

1. All metal detectors searches shall be conducted by school board employees only or School Resource Officer.
2. Any information obtained through the use of the metal detectors will be used only for school disciplinary or law enforcement purposes.
3. The metal detectors will be used by authorized personnel at any time there is reasonable suspicion that the student being searched has violated or is violating a particular disciplinary rule or public law relating to the possession of weapons or electronics. Any search of a student's person as a result of activation of the detector will be conducted in accordance with the Board's policy on student searches (Policy 5.31).

Prior to implementing the use of metal detectors by authorized Lanett City Board of Education employees, this policy will be communicated to all affected school personnel, students, parents and the community at-large through system publications and/or signage.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, AAC § 290-3-1-.02**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: April 14, 2014
FORMERLY:**

JCAB

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UNANNOUNCED VISITS BY LAW ENFORCEMENT

5.31.3

To provide and maintain a safe and secure environment for students, staff, and visitors, the Lanett City Board of Education supports the requirements of The Alabama Administrative Code, §290-030-010-.06, to permit law enforcement agencies to make periodic, unannounced visits to any school within the school system. Such visits shall be for the purpose of detecting the presence of illegal drugs or delivering warrants. Such visits shall be unannounced except to the superintendent of schools and, in certain circumstances, principals of the individual schools that are subject to the visitation. In accordance with The Code of Alabama 16-1-24.1, the possession of illegal drugs, alcohol, or weapons will result in immediate suspension from school and possible criminal charges being brought against the student(s).

REFERENCE(S):

**CODE OF ALABAMA
16-1-24.1**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: JCAB**

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USE OF CANINE LAW ENFORCEMENT

5.31.4

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

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

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

REFERENCE(S):

CODE OF ALABAMA
16-1-24.1

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: JCAB

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DEADLY WEAPONS

5.32

Possession of a deadly weapon on school property or on a school bus with the intention to do bodily harm is a Class C felony. All persons, other than authorized law enforcement personnel, are prohibited from bringing or possessing any deadly weapon or dangerous instrument on school property and specific penalties for students and school personnel who violate this policy, notwithstanding any criminal penalties, may also be imposed.

The Lanett City Board of Education authorizes the Superintendent or designee to immediately and automatically suspend any student found in possession of a deadly weapon. A deadly weapon shall be defined as anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be carried by students on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours.

A student determined to have brought to school or have in his/her possession a firearm defined in Section 921 Title 18 of the U.S. Code in a school building, on school grounds, or at other school-sponsored functions shall be expelled for a period of one (1) year. The Board and the Superintendent may modify the expulsion requirement on a case-by-case basis.

The Lanett City Board of Education directs the Superintendent to provide the State Department of Education a description of the circumstances surrounding each expulsion pursuant to this policy. This description shall include:

- I. The name of the school concerned;
- II. The number of students expelled;
- III. The types of weapons concerned.

No person found guilty of violating a weapons policy may be readmitted to the public schools of this state without psychiatric or psychological counseling and an accompanying report in writing to the Board that the person does not represent a threat to the safety of any student or employee of the school system.

Discipline of Lanett City School System students with disabilities who violate this deadly weapons policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

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Any person who violates the provision of this policy may be arrested on the appropriate warrant signed by the principal or appropriate school authority.

If, pursuant to a Lanett City Board of Education hearing, any person is found guilty of violating this policy, such person shall not be admitted to school until any criminal charges or offenses arising from such conduct have been disposed of by proper authorities, and such violator(s) have satisfied all other requirements imposed by the Board as a condition for readmission.

REFERENCE(S):

**CODE OF ALABAMA
16-1-24.3**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: NEW**

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EXPULSION, PROHIBITION OF EXPELLED TRANSFER STUDENTS

5.33

- I. The school principal or tribunal committee may recommend to the Superintendent, the expulsion of any student who has committed a serious breach of conduct according to the Code of Student Conduct.
- II. Any student who is being considered for dismissal shall be accorded due process of law prior to dismissal. This shall include the following:
 - A. Written copy of the charges against the student;
 - B. The offer of a hearing at which the student may call witnesses and present evidence in the student's own behalf;
 - C. The right to cross-examine witnesses;
 - D. The right to defend the student's actions;
 - E. Legal counsel at the student's expense to assist the student in presenting a defense; and
 - F. A written copy of the Lanett City Board of Education's findings or action.
- III. Provisions for the expulsion of special education students shall be the same as those for other students; however, the dismissal of a special education student shall not result in a complete cessation of educational services. The Lanett City School System is responsible for providing the dismissed student's education during the expulsion in accordance with a revised individual education plan (IEP).
- IV. The Lanett City Board of Education recognizes the need to establish suspension policies and procedures for students with disabilities which are consistent with applicable laws. In addition to the provisions listed in items I through III above regarding expulsion, and in addition to the provisions for suspension outlined in the Code of Student Conduct, the following provisions shall apply when the behavior of a special education student could warrant suspension:
 - A. A short-term, up to ten (10) consecutive scholastic days suspension may be used for any one disciplinary incident for a student receiving special education services.
 - B. Suspension, which results in one or more of the following, is considered a significant change in placement and shall require due process through IEP Committee action:

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1. more than ten (10) consecutive scholastic days in suspension;
 2. a series of suspensions that are each of ten (10) scholastic days or fewer in duration that creates a pattern of exclusions.
- C. A special education student may be assigned to the ISS Program in the same manner as all other students.
- D. A student not in good standing with another school district shall not be admitted to the Lanett City School District.

REFERENCE(S):

**CODE OF ALABAMA
16-39-5, 16-39-8; PUBLIC LAW 92-230**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: JDE**

CHAPTER 5.00 - STUDENTS

STUDENT GRIEVANCES

5.33.1

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

I. Definitions

- A. *Complaint* shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. *Complaint* shall not apply to any matter in which the method of review is prescribed by law. *Complaints* are objections to a specific act or condition.
- B. *Complainant* shall mean any student or group of students, directly affected by the alleged misinterpretation or violation, filing a complaint.
- C. *Faculty/Staff and Administration* shall mean the employees of the Lanett City Board of Education or representatives under the direct supervision of an employee of the school board.
- D. *Day* shall mean a school/academic day.

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

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

IV. Complaint Procedure

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

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- B. Level One - If the complainant is not satisfied with the informal resolution he/she may, within five (5) days, file a formal complaint in writing and deliver it to his/her principal or designee. The principal or designee shall communicate his/her answer in writing to the complainant within five (5) days of receiving the written complaint. Class complaints involving more than one (1) principal or designee and complaints involving an administrator above the building level may be filed by the complainant at level two.
- C. Level Two - If the complainant is not satisfied with the resolution at level one he/she may, within five (5) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within ten (10) days.
- D. Board Appeal - If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Lanett City Board of Education, by submitting a written request for appeal to the Superintendent within five (5) days. The Superintendent will notify the Board and schedule the appeal to be heard in Executive Session during the next regularly scheduled Board meeting.
- V. Confidentiality will be provided to the extent possible to any student or affected party who alleges discrimination or harassment.

REFERENCE(S):

**CODE OF ALABAMA
16-12-3(c)**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: JCE**

CHAPTER 5.00 - STUDENTS

STUDENT CHECK-OUT

5.34

- I. No student shall be permitted to leave the Lanett City school grounds during the school day for school business/activities without the principal's/designee prior approval or consent from the student's parent(s) legal guardian provided an acceptable reason is established.
- II. The principal or the designee shall establish definitely the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent/guardian having custody of the child, the principal or designee concerned shall not release the child without the verified authorization of the parent/guardian who has custody of the child.

REFERENCE(S):

**CODE OF ALABAMA
16-11-12**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 5.00 - STUDENTS

STUDENT ATTENDANCE AND ABSENCES

5.40

Alabama law requires all children between the ages of six and seventeen to attend school. The law further provides that a parent, guardian, or other person having control or charge of a school-age child is responsible for that child's regular attendance and proper conduct.

Excused/Unexcused Absences

If any child fails to attend school without a legal excuse, that child and the person having custody of that child, shall be referred to the juvenile/family court. Examples of excused absences include:

1. Illnesses that endangers the student's health or the health of others
2. Students that are deemed ill by the school nurse on a given day
3. Death in the immediate family
4. Legal quarantine
5. Students that are receiving healthcare, hospitalized, etc.
6. Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
7. Legal requirements for students
8. Observance of any sacred day set aside by a recognized religious denomination of which the student is a member
9. Military deployment date of a student's parent
10. Emergency conditions as determined by the Superintendent

Schoolwork missed due to excused absences may be made up and a grade shall be awarded. Guidelines for absences/make-up work provided in the Code of Student Conduct may be more specific and more restrictive.

Minimum Attendance Standards

Students in grades kindergarten through 8 may be absent from school for no more than twenty (20) days in a given school year. Students accumulating more than 20 unexcused absences in a school year shall be candidates for retention. Students in grades 9 through 12 may be absent from any given class for no more than ten (10) days a semester and still receive credit for the class.

All absences shall count toward the accumulated totals pursuant to the enforcement of this policy except (1) absences occurring due to attendance at approved school activities or, (2) absences occurring due to illness which requires that the student be hospitalized or otherwise confined.

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When hospitalization or confinement for illness causes the student's absence, proof of hospitalization or a written physician's order or Health Officer's order confining a student to the home must be presented to the principal. A discretionary determination will be made as to whether the student can adequately complete work and acquire skills necessary to receive credit and/or be promoted.

Parents shall be notified by letter by the principal when a student is in danger of acquiring an excessive number of absences.

REFERENCE(S):

**CODE OF ALABAMA
16-28A-1, 16-28A-2, 16-28A-3, 16-28A-5
Legislative Act 93-672**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: 08/10/2020
FORMERLY: JBD**

CHAPTER 5.00 - STUDENTS

COMPULSORY SCHOOL ATTENDANCE AGE

5.41

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

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-28-3, 16-28-4,
16-28-6, 16-28-12, 16-28-16, 16-28-40

HISTORY:

ADOPTED: 07/13/2009
REVISED: 06/27/2018
FORMERLY: JBA

CHAPTER 5.00 - STUDENTS

REVOCATION OF DRIVER'S LICENSE OR LEARNER'S PERMIT	5.42
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In compliance with Alabama Code 16-28-40, the Lanett City Board of Education endorses the Alabama Department of Public Safety requirement of regular school Attendance as a prerequisite for obtaining a driver's license or a learner's permit to operate a motor vehicle.

I. Requirements

School officials will verify enrollment status by completing Part I of the Student Enrollment/Exclusion Status form. Students who are age 17-19 who drop out of school will be reported to the Department of Public Safety, and their driver's license will be subject to revocation. The driver's license or learner's permit of any enrolled student who accumulates 10 or more consecutive absences or 15 or more cumulative unexcused absences in a given semester will be reported and will be subject to revocation.

II. Exemptions

Students who are suspended or expelled from school or imprisoned do not qualify for an exemption. However, students who are exempt from attending public school due to circumstances beyond the control of the student, as set out in Alabama Code 16-28-6, are exempt from the application of this policy. The superintendent or his/her designee is the sole judge of whether or not the evidence presented satisfies legal requirements for exemption.

Exemptions are allowed for:

- A. Students unable to attend school due to mental or physical limitations.
- B. Students who are gainfully employed under the provisions of the Child Labor Laws.
- C. Students who lack transportation and live beyond a two-mile radius from the school.
- D. Students enrolled in a General Education Development Program.
- E. Students who are participating in a job training program approved by the state superintendent.
- F. Students who are parents with custody of a minor or unborn child.

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- G. Students who have a certified statement from a physician stating that for medical reasons their parents depend on them as their sole source of transportation.

III. Appeal Process

The appeal of a decision regarding the enrollment status of a student shall be submitted to the local school. To appeal, the student shall submit to the school principal, within five (5) days of the issuance of enrollment status, written notification of intent to appeal, including a statement of reasons for the appeal. Except as otherwise provided herein, the appeal process shall follow the procedures stated in Lanett City School System policies and procedures.

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-28-40**

HISTORY:

**ADOPTED: 07/13/2009
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 5.00 - STUDENTS

TRUANCY

5.43

The Board shall not tolerate truancy or the habitual and unlawful absence from school. The parent or legal guardian is responsible for requiring any student under his control or charge and under seventeen (17) years of age to attend school regularly except for legal absences as defined by Alabama School law and State Board of Education rules and regulations. If a student under seventeen (17) years of age becomes a truant, the parent or legal guardian of said student may be guilty of a misdemeanor before a court of competent jurisdiction and subject to punishment by law.

If the parent or guardian files a written statement in court to the effect that he is unable to control such student, the student may then be subject to action of the juvenile court which will determine whether said student is a dependent, neglected, or delinquent child.

Procedure for reporting truancies shall be published in the Lanett City School System Code of Student Conduct.

REFERENCE(S):

CODE OF ALABAMA
16-28-14, 16-28-15, 16-28-17

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: JBE

CHAPTER 5.00 - STUDENTS

STUDENT INJURY

5.60

The following procedures shall be followed when a student is injured at a Lanett City school:

- I. First aid shall be administered by the nearest person with first aid training and 911 emergencies will be called if the situation is threatening.
- II. The school shall attempt to notify the student's parent(s)/legal guardian immediately.
- III. A student shall be taken to the emergency room of a hospital when a threatening situation occurs. Discretion shall be used in moving a critically injured student without medical advice.
- IV. A serious injury to a student shall be reported immediately to the principal who shall make a prompt report by telephone to the superintendent or designee.
- V. An accident report shall be filed when an injury occurs, including a detailed description of the accident and a list of witnesses.

REFERENCE(S):

**CODE OF ALABAMA
16-12-15**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: JGC**

CHAPTER 5.00 - STUDENTS

STUDENT ILLNESS

5.61

- I. The teacher, principal or nurse shall isolate a student who becomes ill while at a Lanett City school until the student can be removed to his/her home. A student with a temperature above normal, diarrhea, or acute vomiting (emesis) shall be evaluated and sent home, if necessary.
- II. No internal medicine of any kind may be given to a student without the written permission of the parent(s)/legal guardian(s) according to guidelines established in the Administration of Medication Policy (5.62).

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-11-12**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: JGC**

CHAPTER 5.00 - STUDENTS

ADMINISTRATION OF MEDICATION

5.62

Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. Administration of non-prescription medication during school hours is discouraged unless necessary for a student's illness.

The Board realizes that certain circumstances require medications to be administered at school. The Superintendent shall consult the school system lead nurse to develop guidelines for administration of medications and the implementation, as necessary, of medical procedures at school. Such guidelines shall be published and distributed at least annually through the Code of Student Conduct and other appropriate system publications.

REFERENCE(S):

**CODE OF ALABAMA
16-1-39**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 5.00 - STUDENTS

EYE PROTECTION DEVICES

5.64

Some instructional programs require the use of eye protection devices. The principal shall direct such teachers to continuously follow procedures without exceptions.

- I. The Lanett City Board of Education shall provide protective devices for Board employees, students, and visitors.
- II. The student shall be required to wear the eye protection device as directed by the teacher when engaged in activities where eye protection is needed. The student's failure or refusal to wear the device shall be cause for his/her suspension or dismissal from the course.
- III. Any Lanett City School System teacher who fails to carry out the provisions of this policy shall be charged with willful neglect of duty and shall be reported to the Superintendent or designee for such action as deemed appropriate.

REFERENCE(S):

CODE OF ALABAMA
16-1-7, 16-11-9

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: JGF

CHAPTER 5.00 - STUDENTS

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

5.68

In order to maintain the health and safety of all Lanett City School students and employees, the following policy is adopted by the Board with appropriate training and procedures to be delivered to school system personnel.

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

- I. An AED will be maintained on the premises of the Lanett City School System. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. The lead school nurse will be responsible for coordinating the AED program, communicating with appropriate local physicians and/or emergency medical service providers, and for advising the Superintendent in developing, implementing, and publishing procedures and guidelines for AED use in school system facilities.
- II. Authorized personnel who have successfully completed appropriate training and/or any volunteer responder who has successfully completed an approved CPR+AED training programs and has a current course completion card are authorized AED users. Signage and/or publications in school buildings shall identify the location of AEDs and the names/locations of AED/CPR-trained staff members.
- III. School system office aides are responsible for receiving emergency medical calls from internal locations, contacting the EMS (911) if required, and deploying the school nurse and/or AED/CPR-trained staff members to the location of the emergency.
- IV. Initial training in first aid/CPR/AED use will be conducted through the American Red Cross or American Heart Association. Designated staff members will renew CPR/AED training annually and first aid training every three (3) years. Training records will be kept by the lead school nurse.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-11-12

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: NEW

CHAPTER 5.00 - STUDENTS

STUDENT RECORDS

5.70

Lanett City Board of Education rules and procedures for maintaining student records shall be consistent with Alabama statutes, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Acts and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community. Data shall be protected from unauthorized use at all times.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY:

ADOPTED: 07/13/2009
REVIEWED AND APPROVED: 10/09/2014
FORMERLY:

NEW

CHAPTER 5.00 - STUDENTS

DIRECTORY INFORMATION

5.71

Students' parent(s)/legal guardian(s) shall be notified annually that the Lanett City Board of Education may release "directory information" to the general public.

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

REFERENCE(S):
PRIVACY
99.37

FAMILY EDUCATIONAL RIGHTS AND
ACT OF 1974, SECTION

HISTORY:

ADOPTED: 07/13/2009
REVIEWED AND APPROVED: 10/09/2014
FORMERLY: NEW

CHAPTER 5.00 - STUDENTS

PARENT NOTIFICATION

5.72

- I. In compliance with the *Parents' Right to Know* provision of the No Child Left Behind Act, Lanett City School System employees will notify the parents of each student attending any school receiving funds under Title I, Part A, Section 1111(h)(6), Section 1112(g) and Title III, Section 3302, upon request, regarding the professional qualifications of the student's classroom teachers. The information will include, at a minimum, the following:
 - A. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - B. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
 - C. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher;
 - D. The field of discipline of the certification or degree; and
 - E. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- II. Lanett City School System personnel will provide additional information, as prescribed by the regulations, on teachers who do not meet the "highly qualified" provisions of the No Child Left Behind Act by the deadlines prescribed by the state.
- III. The Lanett City School System will provide information to parents regarding his/her child's level of performance on the state assessments.
- IV. This information will be provided in a timely manner, in an understandable and uniform format, and to the extent practicable, in a language that the parents can understand.

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REFERENCE(S):

**CODE OF ALABAMA
16-11-12, 16-12-3
No Child Left Behind Act of 2001**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 5.00 - STUDENTS

PARENT INVOLVEMENT

5.73

It shall be the policy of the Lanett City Board of Education to promote the active involvement of parents in their child's education through two-way and meaningful communication as well as other school and system wide activities designed to

1. Ensure that parents play an integral role in their child's learning. Promote family literacy and parenting skills.
2. Ensure that parents are included, as appropriate, in decision-making and serve on advisory committees that promote parent input into the process of program review, planning, and improvement.
3. Assist parents in helping their child meet challenging state and local student content standards and achievement standards.
4. Assist schools in planning and implementing effective parent involvement activities.
5. Involve parents in the evaluation and possible revision of the content and effectiveness of the Parent Involvement Policy in improving the quality of the system's schools.

Affording parents substantial and meaningful opportunities to participate in the education of their children shall be assured by and through the use of advisory committees, opportunities to volunteer, parent involvement meetings, parent-teacher conferences, reasonable access to staff, written resource materials, community and system wide surveys, as well as needs assessment.

REFERENCE(S):

**CODE OF ALABAMA
16-11-12, 16-12-3
No Child Left Behind Act of 2001**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 5.00 - STUDENTS

EXTRACURRICULAR ACTIVITIES

5.80

All extracurricular activities within a Lanett City School System school shall be teacher and school-sponsored. All students shall have the opportunity to participate in worthwhile extracurricular activities provided they are eligible to participate.

- I. Academic eligibility requirements shall be listed in the Alabama Administrative Procedure Act.
- II. An extracurricular activity shall be defined as all activities recognized and sanctioned by the Alabama High School Athletic Association and other extracurricular activities that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s).
- III. Extracurricular activities shall be self-supporting when possible. Students shall not be excluded from participating in activities for lack of money for dues, material, or uniforms. However, this does not apply to charging admission for students who are participants or spectators of extracurricular activities.
- IV. Appropriate adult supervision consistent with Alabama statutes shall be provided for all students.
- V. Students may be suspended from extracurricular activities based on procedures established by the Superintendent. If a student is convicted of an on-or-off campus felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities will be suspended for the balance of the school year.

A report of an alleged violation of this standard of conduct shall be submitted to the principal or designee for investigation. If the principal or designee determines that a violation has occurred, the student and his parent(s)/legal guardian shall be notified in writing of the suspension from school-sponsored extracurricular activities.

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REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3, AAC 290-3-1-.02(17)

HISTORY:

ADOPTED: _____
REVISED: _____
FORMERLY: NEW

CHAPTER 5.00 - STUDENTS

ATHLETICS AND EXTRACURRICULAR ACTIVITIES PARTICIPATION

5.81

- I. All Lanett City School System schools, grades 7-12, shall be members of the Alabama High School Athletic Association (AHSAA) and shall be governed by the rules and regulations adopted by AHSAA. Students who participate in athletics shall meet eligibility requirements established by AHSAA, the Lanett City Board of Education and the Alabama Administrative Code. Membership dues will be paid from the internal accounts of each respective school.
- II. Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a signed statement from the student's parent(s)/legal guardian, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s)/legal guardian through the school or the parent(s)/legal guardian may submit evidence that insurance has been provided through another source.
- III. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s)/legal guardian and a current physical examination as required by the Alabama High School Athletic Association being on file.
- IV. Pursuant to Alabama statutes licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.
- V. All students shall be subject to all Lanett City Board of Education rules and to the Code of Student Conduct while attending athletic events and practices.
- VI. The Lanett City Board of Education recognizes the value of all extracurricular activities as they relate to the total education of students. The Lanett City 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.
- VII. Extra-curricular activities associated with athletics are defined as those recognized and sanctioned by the AHSAA. The Lanett City Board of Education and AHSAA prescribes the following regulations for eligibility by students in this school system to participate in all extra-curricular activities associated with the AHSAA:

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Requirements

- (A) Students entering the 10th and 11th and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.
 - (1) Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science, and social studies are core curriculum courses. Any combination of these courses is accepted.)
 - (2) Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.
 - (B) Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects and must have been promoted to the next grade.
- Note:** A new unit is one that has not been previously passed. A semester is half of a school year as defined by the local school system.
- (C) Students entering the 7th grade for the first time are eligible.
 - (D) Students in high school must complete a NFHS Sportsmanship online interactive course one time during their member high school careers (7-12). A certificate of completion must be kept on file in the school principal's office along with other eligibility items. Cheerleaders must also complete the course one time during their member high school career.

Guidelines

- (A) Eligibility may be determined before the start of each new school year or at the beginning of the second semester. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned. A student that regains eligibility at the beginning of the second semester remains eligible for the remainder of the second semester so far as grades are concerned.
- (B) Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester as soon as first semester grades are posted to transcripts, uploaded to DragonFly and principal certified by meeting the academic requirements listed above during their last two semesters in attendance and summer school, if applicable. The regained eligibility of any student may be determined any time after the end of the first semester, but all course requirements used to determine the eligibility must be completed no later than the fifth day of the second semester.

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- (C) Only one unit (or subject) of physical education per year may be counted.
- (D) A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.
- (E) An accredited correspondence course may be accepted by the school system but must be completed and grades posted to transcript before September 1 and may be one of the maximum two summer units counted for eligibility purposes.
- (F) Units earned through Credit Recovery may also be among the maximum two summer units counted and must be completed before September 1. If Credit Recovery is used to make up Carnegie units, those units can only be accepted if they are earned through a State Department of Education-approved program.
- (G) For eligibility purposes, special recitation, extra work, make-up work, tests, review, etc., may not be given for the purpose of making a student eligible.
- (H) To be eligible, all students (including repeaters and hold-backs) must be enrolled in a specified number of new units at the school they represent.
 - (1) 9th, 10th, and 11th graders must be carrying at least six new units (three per semester on a 4x4 block schedule).
 - (2) 12th graders that are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year (two units per semester on a 4x4 block schedule).
 - (3) 7th and 8th graders must be carrying at least five new subjects.
- (I) The eligibility of a student that has attended another school during the preceding year must be established by a transcript from that school before the student is permitted to participate at the new school.

Home School Students

- (A) Students will adhere to all AHSAA rules applicable to academic accountability (Rule I, Section 9: Academic Rule, Requirements).
- (B) Home school students will be required to submit core course grades to the school at the end of the school year for academic eligibility beginning with grade 7 through the end of the first semester in grade 12.
- (C) Home school students may opt to take core courses through the school's virtual program or college course credit if accepted by the school.
- (D) Home school students (9-12) must:
 - (1) Enroll and attend two electives on the campus of the school.
 - (i) The AHSAA recommends taking physical education class or athletic PE on campus for safety reasons.
 - (ii) If the school requires an athlete to take a PE to participate in athletics, the home school student will be required as well.
 - (iii) If the school does not require athletic PE to participate in athletics, home school students may take PE through the school's virtual program.

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- (2) Take one elective class on campus and one through the school's virtual program or both elective classes through the school's virtual program.
- (E) Home school students (7-8) must:
 - (1) Enroll in one elective at the school.
 - (i) The AHSAA highly recommends taking physical education class or athletic PE on campus for safety reasons.
 - (ii) If the school requires an athlete to take a PE to participate in athletics, the home school student will be required as well.
 - (iii) If the school does not require athletic PE to participate in athletics, home school students may take another elective on campus or through the school's virtual program.

Virtual School Student

- (A) The AHSAA recommends taking physical education class or athletic PE on campus for safety reasons.
- (B) If the school requires an athlete or other students to take a PE to participate in athletics, the virtual school student will be required as well.

- VIII. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and 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).
 - A. 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 regular curricular activity shall be granted if the principal, Superintendent, and the local Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-11-15**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: 08/10/2020
FORMERLY: NEW**

CHAPTER 5.00 - STUDENTS

STUDENT DRUG TESTING PROGRAM

5.83

COMPETITIVE EXTRACURRICULAR ACTIVITIES

It is the objective of the Lanett City Board of Education to assure that all students who wish to participate in competitive extracurricular activities be given the opportunity to do so in a safe, drug-free environment and that all students participating in competitive extracurricular activities, while under the supervision of the school system, be completely free from the effects of alcohol and/or the pressure of illegal or controlled substances. In an effort to meet this objective, any time a student is under the supervision of the school system, the board reserves the right to conduct a random unannounced drug screening on any student desiring to participate in competitive extracurricular activity, events, practice, competition.

The board has the right to conduct random unannounced drug screenings of students participating in competitive extracurricular activities, as well as the right to conduct specific drug screening of students whenever an administrator, a coach, assistant coach, teacher, security officer, sponsor, band director, or other school personnel, observes circumstances which provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances that violate the school substance abuse policies. Cost for a second opinion for positive or negative results would not be the responsibility of the school, district or school board.

The superintendent shall prepare procedures for implementing this policy consistent with local, state, and federal laws.

REFERENCE(S):

CODE OF ALABAMA 16-8-8

HISTORY:

FIRST READING: July 15, 2013
ADOPTED: August 1, 2013
REVISION DATE(S): August 28, 2013
FORMERLY: NEW

CHAPTER 5.00 - STUDENTS

INTERNET ACCEPTABLE USE FOR STUDENTS & STAFF

5.90

Lanett City School District Acceptable Use and Network Safety Policy

Please read the following carefully before Signing this document.

The Lanett City School District offers access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

The Children's Internet Protection Act (CIPA) requires schools who receive federal technology funds to have certain policies in place.

"Schools and libraries subject to CIPA are required to adopt and implement an Internet Safety policy addressing:

- a) access by minors to inappropriate matter on the internet*
- b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications*
- c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online*
- d) unauthorized disclosure, use, and dissemination of personal information regarding minors*
- e) measures restricting minors' access to materials harmful to them"*

In compliance with CIPA requirements, Lanett City Schools (LCS) has adopted this Technology and Internet Use Safety Policy. This policy is the rules and guidelines under which all members of LCS (students, faculty, and staff) will be held responsible.

I. PERSONAL RESPONSIBILITY

Upon reviewing, signing, and returning this policy each student/employee will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy and report any misuse of the network to the school administrator. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property. The Lanett City School District cannot provide access to any student/employee who does not return the policy with the signatures of the staff member or student and his/her parents or guardians. If you have any questions about these provisions, contact the system technology coordinator.

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with other information sources such as television, telephones, movies, radio and other potentially offensive media. Parents are responsible for monitoring their students' use of technology, including student access to Lanett City Schools resources from home or a remote location. Lanett City Schools recommends that parents and students discuss these privileges and responsibilities and commit to positive use of all technology resources, both school and student-owned.

II. NETWORK USES

A. Educational Purposes - The Lanett City School District is providing access to its computer network and the Internet for educational purposes. LCS provides students and staff access to various electronic resources through Internet and computer online services. Each year the media specialist at each school present on-line safety presentations to the students. These on-line safety presentations include interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response.

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1. Supervision — Students using technology must be supervised at all times. Teachers should never leave their students unattended if they are utilizing technology. Equipment should be placed in areas of the classroom where the monitor is visible.

B. Social Media — LCS recognizes the value of social media for personal and professional use. There are guidelines that should be addressed when social media is used. Recommendations are attached to inform employees of inappropriate use. Please review these recommendations.

C. Unacceptable Uses of Network - Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. It is unacceptable to use the network or Internet for any uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance of which is prohibited by the **Lanett City School District's Student Code of Conduct**; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Network or Internet uses that cause harm to others or damage to property is not acceptable. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; or participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems. Users will not download or install program files without the permission of the principal or technology coordinator.
3. Commercial transactions are not acceptable. Students/Employees and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
4. Students may not subscribe to discussion group mailing lists or user groups without the permission and oversight of the teacher. Employees will subscribe only to discussion group mailing lists and user groups that are relevant to the school curriculum.

III. NETWORK SAFETY

A. **General Warning; Individual Responsibility of Parents and Users** - All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. If a student/employee finds that other users are visiting offensive or harmful sites, he or she should report such use to the teacher and/or administrator.

B. **Personal Safety** - Be safe. In using the computer network and Internet, do not reveal personal information such as home address or telephone number. Do not use your last name or any information that might allow a person to locate you. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission. Never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

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C. "Hacking" and Other Illegal Activities - It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information - Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

E. Active Restriction Measures - The Lanett City School District will utilize filtering software or other technologies in compliance with CIPA on all system owned computers or networks with Internet access to protect against unacceptable web content to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Chat rooms are also filtered and not available to students. The district will monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Electronic mail (Gmail) is available to students on an as needed basis. Student email is provided as a privilege to communicate with others regarding educational content. Accounts are subject to be reviewed at any time. Inappropriate use of the email system will result in loss of access to this privilege.

Internet filtering software or other technology-based protection systems may be disabled for a teacher or school administrator, as necessary, for purposes of bona fide research.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

F. School District Web Sites — The Lanett City School District provides Web space for employees to maintain Web sites. All material placed on or linked to school-sponsored Web pages must be educational in nature and preapproved by an administrator or authorized designee. Material appropriate for Web sites includes Lanett City School District information, Lanett City School District Board of Education information, individual school information, teacher or classroom information, student projects and extracurricular organization information. Links to unofficial Lanett City School District Web page are prohibited.

IV. PRIVACY

Network and Internet access is provided as a tool for your education. The Lanett City School District reserves the right to monitor, wipe devices at any time, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Lanett City School District and no user shall have any expectation of privacy regarding such materials.

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V. SOFTWARE

Students may not download software of any kind. To prevent computer viruses from being transmitted through the school's email/Internet system, there will be no unauthorized downloading. All downloaded software must be registered to Lanett City Schools. Employees wishing to download software must first submit a ticket to the Technology Department for permission. Only authorized technicians are able to install software on Lanett City School devices.

VI. HARDWARE

Students and staff members are prohibited from using any external storage devices including jump drives, flash drives, thumb drives, external hard drives, etc. Students and staff are strongly encouraged to use their Google Apps account for storage. Employees may be issued electronic equipment for their use during and outside the traditional school day. Employees are responsible for electronic equipment issued for their use and must immediately report loss or suspected theft of electronic equipment to Lanett City Schools administration and local police department. Employees understand use of this electronic equipment is a privilege, not a right and inappropriate or suspected inappropriate use will result in cancellation of this privilege, pending investigation and/or other disciplinary action.

VII. FAILURE TO FOLLOW POLICY

A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the Lanett City School District may refuse to reinstate for the remainder of the student's enrollment/staff employment in the Lanett City School District. A user violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Lanett City School District may also take other disciplinary action in such circumstances.

The following actions, including but not limited to those listed here, are prohibited and are considered policy violations.

Class I-Minor Offenses

1. Unauthorized use of a computer account.
2. Overloading computer resources, such as printing too many copies of a document.
3. Using electronic mail or participating in a chat room without the consent of a teacher or administrator.
4. Initiating or propagating electronic chain letters.
5. Saving login credentials on any device.
6. Any other offense that the principal deems necessary.

Class II Intermediate Offenses

1. Posting personal contact information about you or other people. Personal contact information includes your address, telephone, work address, etc.
2. Agreeing to meet with someone you have met online without your parent's approval.
3. Not promptly disclosing to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable
4. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
5. Improper use of computers and/or electronic devices (including but not limited to cheating, taking pictures/video without authorization, posting electronic pictures/video without authorization); cyberbullying.
6. Damaging the computer or electronic device (A parent may be held responsible for damages.)
7. Installing software or downloading unauthorized files, games, programs, or other electronic media
8. Violating copyright laws
9. Accessing other's work, folders, or files

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10. Re-posting non-academic personal communications without the original author's prior consent
11. Using school district resources for commercial activity such as creating products or services for sale
12. Transmitting or reproducing materials that are slanderous or defamatory in nature
13. Misuse of the remote access (VPN) to the Lanett City School District network.
14. Any other offense that the principal deems necessary.

Class III-Major Offenses

1. Repeated use of obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
2. Using the Internet or network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
3. Using external storage devices of any kind including jump drives on any technology device.
4. Any other offense that the principal deems necessary.
5. Computer Tampering/Hacking – Tampering with computers or hacking into school/system networks to change student or employee records, change grades, delete files, compromise passwords, etc.

VIII. DISCIPLINE

Any offense that violates local, state, or federal laws may result in the immediate loss of all computing privileges and will be referred to the proper school authorities and/or law enforcement authorities. Appropriate disciplinary actions are outlined in the student code of conduct.

**Minor infractions of this policy, when accidental, are generally resolved informally by the administration. Repeated minor infractions or misconduct, which is more serious, may result in temporary or permanent loss of computer access privileges or the modifications of these privileges.*

IX. SECURITY PROTOCOL

A. Users are responsible for individual files and should take all reasonable precautions to prevent others from being able to use the file.

B. Under no conditions should a user provide their username and password to another person, including family members.

C. Passwords will expire every 90 days. Passwords must contain one number, one uppercase letter, and one special character (ie. *, ! ^ \$).

- Passwords should **NEVER** be saved on any device with any browsers, programs, email clients, applications, etc.

D. Employees with network accounts should log off the account when finished. Computers should be powered off at the end of each work.

E. Users will report any suspicious activity that may pose a threat to the security of the network.

F. Approved Lanett City School District employees may utilize the benefits of a Virtual Private Network (VPN) connection, which is a “user managed” service. This means that the user is responsible for securing their own computer, selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees.

1. It is the responsibility of Lanett City School District employees with VPN privileges to ensure that unauthorized users are not allowed access to Lanett City School District internal networks.
2. VPN use is to be controlled using either a one-time password authentication or a public/private

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key system with a strong pass phrase.

3. All employee computers that connect to Lanett City School District internal networks via VPN must use the most up-to-date anti-virus software.

X. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the school administrator.

REFERENCE(S):

CODE OF ALABAMA

16-11-9, 16-12-3

COMMUNICATIONS ACT OF 1934, AS AMENDED (47 U.S.C. 254 [h], {l})

ADOPTED: 07/13/2009

REVISED: 08/13/2012

REVISED: 07/2016

REVISED: 07/2018

REVISED: 10/2019

REVISED: 08/10/2020

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Social Media Reminders & Recommendations

LCS recognizes the value of social media for personal and professional use. There are guidelines that should be addressed when social media is used. Recommendations are attached to inform employees of inappropriate use. Please review these recommendations.

1. It is recommended that teachers do not friend current students and/or students under 18. There may be exceptions (relative, a friend's child, etc.). As a general rule, it's recommended that teachers do not friend students.
2. It is recommended that teachers do not friend the parents of students. It may appear unfair if some parents are "friends" while others are not if they are not Facebook users.
3. It is recommended that you post only what you want the world to see. Remember that once you post something it may be available forever.
4. It is recommended that you do not post pictures of others without their consent. Some pictures may be taken and posted out of context. This may give the wrong impression.

PLEASE DO NOT...

1. Update Facebook and other social media platforms status or post content during school hours.
2. Post confidential student information (grades, lunch, etc.) on Facebook or other social media platforms.
3. Share (pictures) on Facebook and other social media platforms that you would not share with others (parents, principal, etc.).
4. Use Facebook and other social media platforms as your only source of communication.
5. Post pictures with students without permission from the student (18 or older) or parent (under 18).

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Lanett City Schools Internet Acceptable Use and Network Safety Permission Form Student Use

Dear Parents and Students: Date:

The Lanett City Schools Internet Acceptable Use and Network Safety Policy is designed to provide guidelines for using Internet in the classrooms, school media center, and computer labs of the school this year. Please take the time to read this policy. If you have any questions, be sure to contact the technology coordinator at 644-5900.

Any offense that violates local, state, or federal laws may result in the immediate loss of all computing privileges and will be referred to the proper school authorities and/or law enforcement authorities. Conduct that violates this policy includes, but is not limited to the activities in the following list.

Class I-Minor Offenses

1. Unauthorized use of a computer account.
2. Overloading computer resources, such as printing too many copies of a document.
3. Using electronic mail or participating in a chat room without the consent of a teacher or administrator.
4. Initiating or propagating electronic chain letters.
5. Saving login credentials on any device.
6. Any other offense that the principal deems necessary.

Class II Intermediate Offenses

1. Posting personal contact information about you or other people. Personal contact information includes your address, telephone, work address, etc.
2. Agreeing to meet with someone you have met online without your parent's approval.
3. Not promptly disclosing to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable
4. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language
5. Improper use of computers and /or electronic devices (including but not limited to cheating, taking pictures/video without authorization, posting electronic pictures/video without authorization); cyberbullying.
6. Damaging the computer or electronic device. (A parent may be held responsible for damages).
7. Installing software or downloading unauthorized files, games, programs, or other electronic media.
8. Violating copyright laws.
9. Accessing other's work, folders, or files.
10. Re-posting non-academic personal communications without the original author's prior consent.
11. Using school district resources for commercial activity such as creating products or services for sale.
12. Transmitting or reproducing materials that are slanderous or defamatory in nature.
13. Misuse of the remote access (VPN) to the Lanett City School District network.
14. Any other offense that the principal deems necessary.

Class III-Major Offenses

1. Repeated use of obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
2. Using the Internet or network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

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3. Using external storage devices of any kind including jump drives on any technology device.
4. Any other offense that the principal deems necessary.
5. Computer Tampering/Hacking – Tampering with computers or hacking into the school/system networks to change student or employee records, change grades, delete files, compromise passwords, etc.

Any offense that violates local, state, or federal laws may result in the immediate loss of all computing privileges and will be referred to the proper school authorities and/or law enforcement authorities. The consequences shall include:

**Minor infractions of this policy, when accidental, are generally resolved informally by the administration. Repeated minor infractions or misconduct, which is more serious, may result in temporary or permanent loss of computer access privileges or the modifications of these privileges.*

Please return this form to your teacher as soon as possible.

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with other information sources such as television, telephones, movies, radio and other potentially offensive media. Parents are responsible for monitoring their students' use of technology, including student access to Lanett City Schools resources from home or a remote location. Lanett City Schools recommends that parents and students discuss these privileges and responsibilities and commit to positive use of all technology resources, both school and student-owned.

I understand that computers and computer programs are an integral part of the various courses of study at all levels in the Lanett City School District and agree that misuse of said computers and/or programs will result in serious disciplinary actions as outlined in the Lanett City Schools Acceptable Use and Network Security Policy. Signing this agreement, I acknowledge that I have read, understand and agree to all terms of the policy. This agreement will be kept on file at the school for the academic year in which it was signed.

Student's Name (printed)

Parent/Guardian's Name (printed)

Student's Signature

Parent/Guardian's Signature

Today's Date

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Lanett City Schools Internet Acceptable Use and Network Safety Form Faculty and Staff

I acknowledge that I have read, understand and agree to all terms as outlined in the Lanett City Schools Internet Acceptable Use and Network Safety Policy. I further understand that this agreement will be kept on file at the school for the academic year in which it is signed.

Any offense that violates local, state, or federal laws may result in the immediate loss of all computing privileges and will be referred to the proper school authorities and/or law enforcement authorities. ***Conduct that violates this policy includes, but is not limited to the activities in the following list.***

Class I-Minor Offenses

1. Unauthorized use of a computer account.
2. Overloading computer resources, such as printing too many copies of a document.
3. Using electronic mail or participating in a chat room without the consent of a teacher or administrator.
4. Initiating or propagating electronic chain letters.
5. Saving login credentials on any device.
6. Any other offense that the principal deems necessary.

Class II Intermediate Offenses

1. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
2. Using the computer or the Internet to hurt, harass, attack or harm other people or their work.
3. Damaging the computer or network in any way.
4. Installing software or downloading unauthorized files, games, programs, or other electronic media.
5. Violating copyright laws.
6. Accessing other's work, folders, or files.
7. Re-posting non-academic personal communications without the original author's prior consent.
8. Using school district resources for commercial activity such as creating products or services for sale.
9. Transmitting or reproducing materials that are slanderous or defamatory in nature.
10. Misuse of the remote access (VPN) to the Lanett City School District network.
11. Any other offense that the principal deems necessary.

Class III — Major Offenses

1. Repeated use of obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
2. Using the Internet or network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
3. Using external storage devices of any kind including jump drives on any technology device.

Possible Disciplinary Actions included but not limited to written warning/reprimand, suspension with or without pay, termination

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Name (printed)

Signature

Today's Date

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LCS recognizes the value of social media for personal and professional use. There are guidelines that should be addressed when social media is used. Recommendations are attached to inform employees of inappropriate use. Please review these recommendations.

1. It is recommended that teachers do not friend current students and/or students under 18. There may be exceptions (relative, a friend's child, etc.). As a general rule, it's recommended that teachers do not friend students.
2. It is recommended that teachers do not friend the parents of students. It may appear unfair if some parents are "friends" while others are not if they are not Facebook users.
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3. Share (pictures) on Facebook and other social media platforms that you would not share with others (parents, principal, etc.).
4. Use Facebook and other social media platforms as your only source of communication.
5. Post pictures with students without permission from the student (18 or older) or parent (under 18).

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SCHOOL UNIFORM AND DRESS CODE

5.91

I. **Purpose**

The Lanett City Board of Education believes a safe and disciplined learning environment is the first requirement of a high performing school. The implementation of school uniforms will help minimize disruptive behavior, promote respect for oneself and others, build school/community spirit, and, more significantly, help to maintain high academic standards. The Board also feels that the wearing of uniforms by students will help lessen the impact of socioeconomic differences. In addition, it allows for immediate identification of intruders on campus and encourages students to concentrate on learning rather than on what they are wearing.

II. **Implementation Process**

Students will be required to start wearing uniforms at the beginning of the 2009-2010 school year.

III. **Information Dissemination**

School officials will communicate with parents/guardians concerning the uniform policy, including general guidelines for implementation, by using one or more of the following: newsletters, parent forums, PTO meetings, TV and radio announcements, flyers and website.

IV. **Appearance**

In addition to being required to wear school uniforms, all students are to be well groomed and dressed appropriately for school and school activities. A student's dress and/or appearance shall:

1. Support, not disrupt the learning environment
2. Constitute no threat to health or safety
3. Be tasteful and unable to be construed as provocative or obscene
4. Reflect practices of good hygiene and cleanliness

Reasonable consideration shall be made for those students who, because of a sincerely held religious belief or medical reason, request a waiver of a particular guideline for dress or appearance. The waiver request shall be in writing from the parent or guardian and approved by the principal, principal's designee or a committee selected by the principal on an annual basis. In considering a waiver request, the principal, principal's designee or committee members have the right to request additional documentation from medical officials and/or religious leaders.

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Reasonable accommodations shall be made by the principal for students involved in special duties, activities, or projects approved by the school. This would include, but not be limited to athletics, PE classes, special events, and other activities that require non-conforming dress on a school campus during a school sponsored event.

V. School Uniform

The principal and/or principal's designee will implement the school uniform and appearance policy in a manner that is age and developmentally appropriate.

Good judgement in considering issues such as age, developmental stages, and body type is expected of all students, parent, and guardians in the selection of school attire and appearance. School uniforms must be kept neat, clean, and properly fitted.

A. **Shirts**

1. Colors: Solid white, black, navy, or ecru (light tan) button front oxford, polo, turtleneck, blouse-type shirts with collar and sleeves(long or short).
2. A small, unobtrusive logo that can be covered with a quarter is acceptable.
3. All tops must be long enough to remain tucked in as part of the uniform.
4. Undershirts must be solid black, navy or white with no wording or pictures (t-shirts are considered undershirts).
5. No see-through or mesh clothing that will reveal the body or will reveal undergarments shall be allowed.
6. Clothing shall be worn as it was designed to be worn (not inside-out or backwards, etc.).
7. A solid white, black, navy, or ecru crew neck or v-neck (with appropriate shirt underneath) sweater or sweater vest is permissible in cold weather.
8. No sleeveless, spaghetti straps, or tank top shirts are permitted; all shirts must have a collar.

B. **Pants, Skirts, Skorts, Jumpers, Capri Length Pants, Shorts**

1. Solid khaki, black, or navy
2. No blue jeans (denim material) are allowed (**see exception in Other Uniform Requirements**).
3. Must be free of graphics and embroidery, with the exception of small labels, they may not have insignias, logos, words, or pictures.
4. Shorts, skirts, skorts, and jumpers shall be modest and of sufficient length (the length of these articles of clothing shall preferably be knee-length, but absolutely no shorter than the width of a \$1 bill from the knee when standing).

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5. No pants or shorts with pockets halfway down the legs will be allowed.
6. Clothing must be appropriately sized. No baggy or sagging pants or shorts are allowed. No 'low rise' clothing is allowed. Pants may not be worn with the waistband below the hipbone.
7. Clothing shall be worn appropriately (not inside-out or backwards; no rolled up pants legs, etc.)
8. Appropriate uniform shirts must be worn under all jumpers and sweaters.
9. No see-through or mesh clothing that will reveal the body or will reveal undergarments shall be allowed.
10. Pants, etc. with belt loops will require a belt. Belts must be a plain black, brown, navy or clear belt with a plain belt buckle that is not oversized. All belts must be buckled.

C. Coats

Individual schools may make requirements for coats and coat storage.

D. Shoes/Footwear/Socks

1. All students shall wear shoes/footwear at all times.
2. Shoes/socks can be black, white, navy, brown, gray, (not shiny silver) or a combination in color. All visible parts of the footwear, including the logo, must be a board approved color. A combination in color is defined as a solid colored shoe with a small amount of other board approved colors. Patterns (such as, polka-dots, camouflage, checks, stripes, other prints, etc.) are not permitted.
3. Students may wear sandals, provided they do not interfere with the safety and welfare of the students and meet the color requirement for shoes.
4. Shoes shall be worn at all times, and, as needed, shoes shall conform to special requirements (such as P.E. classes, JROTC, science labs, etc.).
5. Shoes that have laces shall be laced and tied as designed.
6. No bedroom shoes shall be allowed.
7. No flip flops (or flip flop-type sandals) or slides (or slide-type shoes) shall be allowed (**see exceptions in Other Uniform Requirements**).

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E. Other Clothing Items or Accessories

1. Hair accessories should be modest. Headbands may not be worn on the forehead.
2. No gang-related clothing, accessories, symbols, or intimidating manner of dress, as identified by local law enforcement agencies, are allowed.
3. No headwear (including caps, hats, sweatbands) or sunglasses shall be worn inside school buildings.
4. No bandanas or du-rags shall be allowed.
5. No oversized or excessive jewelry or accessories are allowed.

F. Other Uniform Requirements

1. Students are expected to be dressed according to the uniform standards at all times when school is in session.
2. Students who are taking classes that require a special dress code (such as JROTC) may wear that uniform to other classes.
3. Students with a documented physical disability may request a waiver.
4. Students will be allowed to “dress up” for the following activities; however, if they do not participate in the “dress up” activity, the approved school uniform dress will be required: Homecoming week, spirit week, other special occasions deemed appropriate by the principal.
5. Principals may allow exceptions to the uniform rule (not the dress code) one Friday each month for a specific grade level, class, or the entire student body, as a reward for good behavior, good grades, or other positive promotion (example: Flip Flop Friday, school-sponsored T-shirt Friday, blue-jean Friday, etc.). Students must wear the school-assigned badge to indicate permission has been granted from school officials to wear non-uniform clothing.

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ITEMS NOT ALLOWED TO BE WORN BY STUDENTS

- Wind pants/Sweatpants (allowed as part of P.E. uniform)
- Velour pants and tops
- Oversized or ripped clothing
- Excessively tight clothing
- Overalls
- Bellbottoms
- Sleeveless tops/overcoats
- Un-hemmed clothing
- Hooded sweatshirts
- Trench coats
- Bicycle shorts
- Leggings/stretch knit
- Carpenter's pants
- Denim or jean fabric
- Clothing with slashes/rips/tears
- Flip Flops/Flip Flop type sandals
- Slides or slide-type shoes
- Other clothing deemed inappropriate by the principal

NOTE:

Any student's dress or personal appearance that the administration believes is disruptive or interferes with a safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of student's dress.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: 05/2013
REVISED: 08/12/2019
REVISED: 08/10/2020
FORMERLY: NEW**

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ENFORCEMENT

Revocation of Shorts/Skirts/Skorts Privilege for Excessive Violations

If the principal determines that too many students have abused the shorts/skirts/skorts requirement the principal may revoke the shorts privilege at that particular school so that the entire student body will no longer be allowed to wear shorts/skirts, etc. to school for a specified period of time. The principal shall have sufficient documentation regarding uniform non-compliance. In such cases, the principal may elect to prohibit the wearing of shorts at that particular school during subsequent semesters or school years or reinstate the privilege of wearing shorts to school as the principal, in consultation with the faculty, may deem appropriate. Additionally, the principal may revoke the shorts privilege of any student who violates, twice in one semester, the provisions of the shorts requirements.

Students new to Lanett City Schools will be given a two week (14 calendar days) grace period from enrollment, to obtain and wear the proper school uniforms. Students that have previously attended LCS do not qualify for this grace period unless a period of at least one (1) year has passed.

Uniform and Appearance Violations

Appropriate disciplinary actions for violations shall include the following:

- First Violation – Warning
- Second Violation – Detention
- Third Offense – Saturday School
- Fourth and additional offenses – Saturday School, ISS, or OSS

Any student found to be in violation of the uniform policy must change to meet uniform requirements in a timely manner. If necessary, the parent will be contacted to pick up the student or to bring a change of clothes. Any absence from class is unexcused. If the student does not change to meet uniform requirements within a period of time deemed appropriate by the principal, an additional violation will be issued. Excessive absences due to dress code infractions will result in truancy hearings and juvenile court referrals.

Virtual Education Option**Scope and Delivery of Services****Grades K-8**

The Board provides a virtual education option for grades K-8 only when the traditional learning environment is unavailable or in the case of extenuating circumstances.

Such courses will be delivered through the Alabama State Department of Education's virtual platform and/or district approved Learning Management System. Course work offered through the virtual program shall contain the required content as identified in the applicable Alabama Course of Study.

Grades 9-12

The Board provides a virtual education option for grades 9-12 that includes, at a minimum, all courses that are needed to obtain a high school diploma.

Such courses will be delivered through the Alabama State Department of Education's ACCESS program and/or district approved Learning Management System. Course work offered through the virtual program shall contain the required content as identified in the applicable Alabama Course of Study.

Student Eligibility Criteria

Students who meet the following requirements are eligible to participate in the virtual education program:

- Enrolled in Lanett City Schools
- Compliance with the district's Student Acceptable Use Agreement
- Successfully complete a district-defined virtual education orientation course
- Meet any eligibility requirements of the Alabama State Department of Education's ACCESS program, and/or other ALSDE program or district.
- Meet school system enrollment requirements for the course in question including, but not limited to, successful completion of any prerequisite courses.
- Have access to the internet and a computer outside of school

Monitoring Performance and Testing Requirements

Individual student performance will be monitored pursuant to the school system's traditional academic credit requirements and grade scale. Students utilizing the virtual education option will be subject to all state testing and accountability requirements and will be subject to the same rules and regulations regarding the administration of such tests applicable to traditional public school students enrolled in the traditional public school.

The Superintendent is hereby authorized to take whatever action may be necessary to facilitate the state testing and accountability requirements applicable to virtual education students. The school system reserves the right to require students utilizing the virtual education option to participate in state testing and accountability requirements on campus at a date and time selected by the school system.

The Superintendent is also authorized to take whatever action may be necessary to facilitate the integrity of classroom assessments. The school system reserves the right to require students utilizing the virtual education option to complete specified assessment activities on campus at a date and time selected by the school system.

Attendance

Students participating in the virtual education option will be considered as being in attendance if the students are successfully progressing in the virtual education coursework.

The school system reserves the right to set specific attendance requirements for each virtual course. The superintendent or his/her designee is authorized to develop alternate attendance policies for virtual courses, provided that students in such programs are given notice of the attendance requirements. A student's failure to comply with such requirements may result in administrative action including, but not limited to, probation or removal from the class or a charge of truancy, if appropriate.

Removal

Students may be transitioned back to a traditional day program if 1) the student's participation in the virtual program is impeding the student's academic progress; 2) the student fails to meet virtual course attendance requirements; or 3) the student repeatedly violates school system policies, procedures, rules, or regulations, including, but not limited to, the school system's rules governing the use of its technology resources.

Extracurricular Activities

Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program, including, but not limited to, any applicable Alabama High School Athletic Association ("AHSAA") requirements. Student residency for purposes of participation in extracurricular activities will be determined in accordance with applicable state law and AHSAA guidelines.

Additional Procedures Authorized

The Superintendent or his/her designee is authorized to develop such procedures as he or she deems necessary to implement this policy including, but not limited to, eligibility criteria for courses, methods for informing students and parents of the virtual program's requirements and rules, and a process for making determinations regarding a student's continued eligibility.

REFERENCE(S):

HISTORY:

ADOPTED: 04/11/2016

REVISED: 08/10/2020

FORMERLY: NEW

CHAPTER 5.00 - STUDENTS

SUPERVISION OF LOW-RISK JUVENILE SEX OFFENDERS

5.93

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

I. Definitions

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

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

II. Notification

a. **Current Students**

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

b. **Newly Enrolled Students**

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

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c. Students That Change Schools Within the District

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

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

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

d. School Staff Changes

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

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

III. Plan Development and Maintenance

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

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

The terms of the Plan and any updates to it must be memorialized in writing and approved by the principal or designee before being distributed to the Student and the Student's parent or guardian, as well as the Supervision Team. The principal or designee should meet with the Student, the Student's parent or guardian, and the Supervision Team at least annually, but as often as deemed necessary by the principal or designee to assess the Student's status and to determine whether adjustments should be made to the Plan.

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IV. Supervision

The Student will be subject to the general Student Code of Conduct and any other Conditions deemed necessary by the principal or designee as incorporated in the Student's Plan.

Members of the Supervision Team should report any suspected violations of the Plan to the principal or designee.

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

V. Students with Disabilities

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

VI. Violations of the Plan

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

VII. Challenges to the Plan

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

VIII. Confidentiality

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

CHAPTER 5.00 - STUDENTS

IX. Retaliation

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

X. Procedures

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

REFERENCE(S):

**Ala. Act No. 2018-528 (Annalyn's Law)
CODE OF ALABAMA 16-1-51.1 (1975)**

HISTORY:

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ADOPTED: September 14, 2020
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LANETT CITY BOARD OF EDUCATION
Policy Manual
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CHAPTER 6.00 - HUMAN RESOURCES

EQUAL OPPORTUNITY EMPLOYMENT

6.10

- I. The Lanett City Board of Education recognizes that an effective educational program depends on the quality of the personnel employed in the system. Therefore, every effort shall be made to employ the most qualified personnel available. Applicants for the position will be selected on the basis of their qualifications, merit, and ability. In addition, all applicants for employment must meet all current state and federal guidelines pertaining to the position for which application is made. No person shall be denied employment, re-employment, advancement, or evaluation, nor shall be subjected to discrimination on the basis of sex, age, marital status, race, religion, national origin, ethnic group or disability.
- II. All personnel shall be appointed or re-appointed as prescribed by federal law, Alabama law and in conformance with applicable State Board of Education and Lanett City Board of Education rules.
- III. The Superintendent is directed to develop appropriate employment procedures governing the recruitment, screening, selection, appointment and employment of all Lanett City School System personnel. Employment qualifications and other criteria will be listed in job descriptions for each position within the school system.

REFERENCE(S):

CODE OF ALABAMA
16-12-16, 16-12-19, 16-22A-1, 3 & 4, 16-23-1;
Civil Rights Act of 1964 and Amendments;
Section 504 of the Rehabilitation Act of 1973,
Americans with Disabilities Act of 1993

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: GAAB, GBC,
GBD, GBE, GBF, GBBA,
GCB, GCCA, GCC, GCD

CHAPTER 6.00 - HUMAN RESOURCES

EMPLOYEE EVALUATIONS

6.10.1

The Lanett City Board of Education recognizes that an effective educational program depends on the quality of the personnel employed in the system. Therefore, all employees of Lanett City Board of Education will be evaluated as follows:

- I. Certified employees shall be evaluated in accordance with an evaluation program approved for use by the Alabama State Board of Education.
- II. Support personnel shall be evaluated utilizing a support personnel evaluation instrument.

Employment evaluations may be considered in making employment decisions together with such other information and considerations as may reasonably bear upon the wisdom and necessity of district or school-based needs.

ADOPTED: 06/11/2012

CHAPTER 6.00 - HUMAN RESOURCES

EMPLOYMENT STATUS

6.11

- I. Full Time - A regular full time certified employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the Lanett City Board of Education for that position or job. A full time support employee includes those employees working twenty (20) or more hours per week.
- II. Part-time - A part-time certified employee is a person who is employed to render less than the number of hours each day as established by the Lanett City Board of Education for a regular full time employee. A part-time support employee is a person employed less than twenty (20) hours per week.
- III. Temporary - A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may be a part-time or full-time employee.

REFERENCE(S):

**CODE OF ALABAMA
16-12-20, 36-25-1, 36-26-100**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 6.00 - HUMAN RESOURCES

POSTING VACANT POSITIONS AND RECRUITMENT

6.12

- I. The Lanett City Board of Education shall post a notice of vacancy for each vacant personnel position. At a minimum, the notice shall be posted in a conspicuous place in the Central office at least twenty-one (21) calendar days before the position is to be filled. The notice shall include, but not necessarily be limited to, all of the following:
 - A. Job description and title
 - B. Required qualifications
 - C. A statement of reference to the approved salary schedule
 - D. Information on where to submit an application
 - E. Information on any deadlines for applying
 - F. Other relevant information
- II. In accordance with Attorney General Opinion 2002-069, November 21, 2001 the following are exceptions to posting vacancies:
 - A. There is no vacancy when two (2) teachers trade positions; and
 - B. Where a lateral transfer occurs and the positions are neither newly created nor supervisory or managerial in nature, and there has been no Increase or decrease in salary.
- III. If a personnel vacancy occurs during the time when schools are in session, the vacancy notice shall be posted not less than seven (7) calendar days before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen (14) calendar days. If the vacancy is to be filled on a temporary emergency basis through an involuntary transfer within fifteen (15) days before or after the first day of school (AL Code §16-24B-7), the notice must be posted at least five (5) working days.
- IV. Nothing in this policy shall prohibit the immediate employment or transfer of Lanett City School System personnel needed to ensure the welfare and safety of students, personnel or others and teachers on a temporary emergency basis as provided by law.

CHAPTER 6.00 - HUMAN RESOURCES

- V. It shall be the duty of the Superintendent to ensure that all certified and non-certified employees satisfactorily meet all requirements of State Law and State Board of Education rules and regulations.
- VI. The Superintendent shall establish and maintain a plan for activity recruiting promising personnel for employment by the Lanett City School System. The recruitment program may include, but shall not be limited to, the following:
 - A. Interview prospective employees prior to graduation at area colleges;
 - B. Mail applications when requested by prospective personnel;
 - C. Advertise and/or disseminate information about job vacancies; and,
 - D. Review files obtained by college placement bureaus, the AEA office, and the Alabama State Department of Education.

REFERENCE(S):

CODE OF ALABAMA
16-12-16, 16-22-15, 16-24B-7; 16-11-17; 16-12-19; 16-4-9

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: GBAA, GCBA

CHAPTER 6.00 - HUMAN RESOURCES

JOB DESCRIPTIONS

6.13

- I. The Lanett City Board of Education must approve a job description prior to the establishment of any new position.
- II. Each job description shall contain the minimal qualifications, required skills, essential performance responsibilities, physical requirements of the position and other information as deemed necessary.
- III. The Superintendent shall maintain comprehensive, up-to-date job descriptions for all Lanett City School System positions.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 32-6-49.1, et seq.**

HISTORY:

**ADOPTED: 07/13/2009
REVISION DATE(S): _____
FORMERLY: GBBA, GCBA**

CHAPTER 6.00 - HUMAN RESOURCES

GIFTS

6.14

- I. Staff members may, at their discretion, present personal gifts to student(s) on special occasions. Lanett City School System staff members must exercise good taste and sound professional judgement when giving gifts to students. Gifts provided by staff members to students must not be elaborate or expensive.
- II. Lanett City School System staff members shall not solicit or accept a gift, including money, from any source, when such a gift could be construed to be:
 - A. associated with the performance of school-related duties or activities;
 - B. a result of or a precondition to business transactions between the parties;
- III. Gifts of a normal value on special occasions such as Valentine's Day, birthdays, etc., are excluded from this provision.
- IV. Regulations for administering service watches and awards for employees in the Lanett City Schools:
 - A. Employees will be eligible to receive a watch upon retirement after they reach their 60th birthday and have worked at least 15 years in the Lanett City School System.
 - B. Employees will be eligible to receive a watch if they retire from the school system after 25 years of employment in the Lanett City Schools.
 - C. Employees will be eligible to receive a watch after at least 15 years' employment in the Lanett City Schools and become eligible to receive disability retirement.
 - D. Employees will be eligible to receive a watch upon retirement after 30 years' service in public education, the last 10 years being continuous with the Lanett City Schools.
 - E. A plaque may be given to any retiree at the discretion of the Superintendent and Board.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 36-25-1, et al.**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: GAJ, GAJ-R**

CHAPTER 6.00 - HUMAN RESOURCES

NEPOTISM

6.15

- I. A Lanett City School System employee may not be recommended for employment or be supervised by a close relative.
- II. Two or more close relatives may not work in the same administrative unit except by special permission of the Superintendent.
- III. Close relatives are defined as mother, father, son, daughter, brother, sister and spouse and in-laws of the same.
- IV. All personnel employed, as of the adoption date of this policy who are in violation of this provision, are exempted from this policy.

REFERENCE(S):

**CODE OF ALABAMA
16-1-9, 41-1-5**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 6.00 - HUMAN RESOURCES

EMPLOYMENT REQUIREMENTS

6.16

Any person desiring employment, as defined by Policy 6.11, shall file a completed application on the form provided by the Superintendent.

- I. Qualifications
 - A. Must be of good moral character
 - B. Must have attained the age of twenty-one (21) years with the exception of students employed by the Lanett City Board of Education.
- II. Certificate requirements - Each applicant for an instructional or a certified administrative position shall hold an Alabama Teacher's Certificate and all career/technical personnel shall meet the State Department of Education requirements and have the proper license to perform services.
 - A. To be considered for a position, an applicant shall be properly qualified for that position in accordance with state law, regulations of the State Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the contract of employment.
 - B. Any person not holding a valid Teacher's Certificate at the time of employment shall be required, upon initial employment to make application to the State Department of Education for such a certificate, through the personnel office of the Lanett City School System. When such certificate is received, it must be filed with the office of the Superintendent. If the State Department of Education declines to issue a certificate, the person's employment shall be terminated immediately. Failure to file for such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.
- III. Criminal background checks by means of fingerprinting for prospective and current employees who have unsupervised access to students shall be conducted consistent with requirements of law.
- IV. The Lanett City School System shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity to ensure equal employment opportunity. Neither the system nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

CHAPTER 6.00 - HUMAN RESOURCES

REFERENCE(S):

**CODE OF ALABAMA
16-22A-1 et seq., 16-23-1 et seq.**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 6.00 - HUMAN RESOURCES

MEDICAL EXAMINATIONS

6.16.1

The Superintendent may require a physical, psychological, and/or psychiatric examination by a physician or counselor licensed in the state of Alabama when in the Superintendent's judgement such an examination is relevant to the teaching performance or employment status of a Lanett City Board of Education employee. The Superintendent shall select the physician(s), psychologist(s), or psychiatrist(s) and the Board shall pall all costs incurred in the examination(s). The employee shall allow the report of the physician(s), psychologist(s), or psychiatrist(s) to be submitted to the Superintendent with a copy being forwarded to the employee.

It shall be unlawful for school authorities to employ teachers, janitors, food handlers or bus drivers who have tuberculosis in an infectious stage. The Lanett City Board of Education requires a physical examination for tuberculosis, including adequate laboratory tests and X-rays, of all such employees of the Board. If the result of such examination indicates the presence of tuberculosis in an infectious stage, the employee shall be ineligible for further service until satisfactory proof of recovery is furnished.

REFERENCE(S):

CODE OF ALABAMA
16-11-2, 16-11-9, 16-22-3

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: GBRA, GCRA

CHAPTER 6.00 - HUMAN RESOURCES

LICENSE OF SCHOOL BUS DRIVERS

6.16.2

Each school bus driver shall possess the minimum qualifications prescribed in Alabama statutes and by the State Board of Education.

All school bus drivers shall

- A. Hold a valid Commercial Driver's License (CDL);
- B. Complete required training;
- C. Pass written and driving performance tests.
- D. Complete requirements for "S" endorsement.

REFERENCE(S):

CODE OF ALABAMA
16-27-4, 32-6-49.1, et seq.

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: EDH

CHAPTER 6.00 - HUMAN RESOURCES

SUBSTITUTE TEACHERS

6.20

- I. An approved list of Lanett City School System substitute teachers shall be available to teachers and administrators. The principal or his/her designee shall secure all substitute teachers from this approval list.
- II. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required:
 - A. Be at least twenty-one (21) years of age;
 - B. Have completed a minimum of twelve (12) years of schooling;
 - C. Hold a valid teacher's certificate or valid substitute teacher's license; and
 - D. Background clearance from the Alabama State Department of Education.
- III. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted by the Lanett City Board of Education.

REFERENCE(S):

CODE OF ALABAMA
16-22A-1 et seq., 16-23-1 et seq.
16-30-50 et seq., Legislative Acts 95-313 and 95-314

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: GBRJ

CHAPTER 6.00 - HUMAN RESOURCES

NON-PROBATIONARY STATUS/TENURE

6.21

- I. Teaching Personnel – Teachers attain tenure (non-probationary status)
 - Three complete, consecutive school years of full-time employment as a teacher with the same employer unless the governing board approves and issues written notice of termination to the teacher on or before the last day of the teacher's third consecutive complete school year of employment.
 - Complete school year – hired by October 1 of the school year.
- II. Non-certified Personnel – Classified employees attain non-probationary status
 - Three complete, consecutive school years of full-time employment with the same employer unless the governing board approves and issues written notice of termination to the employee on or before the 15th day of June immediately following the employee's third consecutive complete school year of employment.
 - The first year of each legislative quadrennium, the written notice shall be provided on or before June 30.
 - Employment or re-employment is effective prior to October 1 of the school year
- III. Employees of the Lanett City Schools do not earn tenure or non-probationary status in a particular position, rank, work site or location, job assignment, title or rate of compensation. Employees may not apply service years in a classified position to service years in a professional/certified position or vice versa for purposes of attaining tenure or non-probationary status. Tenure cannot be earned in positions where the funding and duration of employment are finite, such as summer school, part-time substitute, temporary employment, or position created to serve experimental, pilot, temporary or similar special programs or \ projects.

REFERENCE(S):

LEGISLATIVE ACT 2011-270

HISTORY:

**ADOPTED: JUNE 12, 1996
REVISED: JULY 13, 2010
OCTOBER 17, 2011
FORMERLY: GBL**

CHAPTER 6.00 - HUMAN RESOURCES

VIOLATION OF LAW

6.30

- I. Anyone known to be violating a local, state, and/or federal law on Lanett City Board of Education property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency. The referral process will be subject to state statutes and Lanett City Board of Education rules.
- II. Lanett City School System employees in violation of this policy may be subject to termination or other disciplinary action.

REFERENCE(S):

CODE OF ALABAMA
16-1-24(e), 16-12-3(a), 16-12-16,
36-25-2(a), (b), (d), 36-25-5(a), 36-25-7, 36-25-8

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: NEW

CHAPTER 6.00 - HUMAN RESOURCES

EMPLOYEE POSSESSION OF DEADLY WEAPONS

6.30.1

Possession of a deadly weapon on Lanett City School System property or on a school bus with the intention to do bodily harm is a Class C felony.

The Lanett City Board of Education authorizes the Superintendent or designee to immediately and automatically suspend, terminate, or separate from service in accordance with Board policy any employee found in the possession of a deadly weapon.

A deadly weapon shall be defined as anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be carried by any employee on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours.

Any Lanett City School System employee determined to have brought to school or have in his/her possession a firearm defined in Section 921, Title 18 of the U.S. Code in a school building, on school grounds, or at other school-sponsored functions shall be subject to suspension, termination and/or separation from service in accordance with Board policy.

REFERENCE(S):

CODE OF ALABAMA
16-1-24, 16-1-24.1, 16-12-3, 16-12-16

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: GAM

CHAPTER 6.00 - HUMAN RESOURCES

SOLICITATIONS

6.31

- I. The Lanett City Board of Education prohibits any employee of the school system from directly or indirectly reaping personal profit or reward from the sale or purchase of goods or services to students in the school system or to parents of students.
- II. Lanett City School System employees are further prohibited from directly or indirectly furnishing or supplying a list or roster of names and addresses of students in the school system or parents of students to persons, firms, corporations, associations or organizations or to the salespersons or agents of any such entities who are engaged directly or indirectly in the business of selling school supplies or school-related activities, equipment or items.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3(a), 36-25-1 (9), 36-25-2(a), (b), (d),
36-25-5(a), 36-25-6 To -7

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: GAI

CHAPTER 6.00 - HUMAN RESOURCES

POLITICAL ACTIVITIES

6.32

- I. Lanett City Board of Education employees shall not solicit support for any political candidate or issues during regular work hours.
- II. A Lanett City Board of Education employee who offers himself/herself as a candidate for public office shall conduct his/her campaign so as not to interfere with his/her responsibilities.
 - A. Such candidate shall adhere strictly to Alabama laws governing political activity on the part of public officials and public employees.
 - B. A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and therefore, when deemed necessary by the Superintendent or the Lanett City Board of Education, to evaluate the compatibility of the dual responsibility and the amount of time the employee will be absent.

REFERENCE(S):

CODE OF ALABAMA
17-1-7(c), 17-1-17, 36-25-1 et seq.

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: NEW

CHAPTER 6.00 - HUMAN RESOURCES

PROFESSIONAL ORGANIZATIONS

6.33

Certified and non-certified personnel of the Lanett City School System shall respect each other's rights to choose for themselves the professional organizations with which they affiliate. Membership in professional organizations shall be on a voluntary basis. Administrators of the School System or local schools shall not take punitive action against employees because of their membership in professional organizations, or because of their failure to affiliate with said organizations.

REFERENCE(S):

**CODE OF ALABAMA
36-26-100 To -108**

HISTORY:

**ADOPTED: 07/13/2009
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FORMERLY: GBS, GCS**

CHAPTER 6.00 - HUMAN RESOURCES

EMPLOYEE GRIEVANCES

6.40

It is the policy of the Board to reduce, as much as possible, the potential area of grievances; to assure each employee the opportunity for an orderly presentation and review of grievances; to establish and maintain appropriate channels of communication between the staff and administration; and to resolve each grievance at the most immediate level of administration.

It shall be understood that the Board is the final authority in all matters pertaining to grievances unless an employee should desire to exercise proper redress through the courts or utilize appeal procedures as established by law.

With the ultimate objective of serving the education welfare of children and youth, the following grievance procedure is designed to accomplish an equitable and expeditious resolution of grievances.

Section I - Purpose

The purpose of the employee grievance procedure is to provide an orderly and systematic method whereby the Board and its employees can resolve differences that might develop between them in an equitable and expeditious manner.

Section II - Definitions

(a) Grievance

Grievance shall mean a claim submitted by an employee of a violation, misrepresentation or inequitable application of local Board policy, local school rules and regulations, or system administrative procedures. The term "grievance" shall apply to matters which fall within the discretionary powers of Board but shall not apply to areas where the Board has no authority to act.

(b) Employee

Employee shall mean any staff member employed on an annual basis by the Board to perform services, either full or part-time.

(c) Immediate Supervisor

Immediate supervisor is the employee possessing administrative authority next in rank above any grievant.

(d) Days

Days shall mean working days exclusive of Saturday, Sunday, or official holidays, as established by the school calendar.

CHAPTER 6.00 - HUMAN RESOURCES

(e) Parties in Interest

Any persons involved in the processing of the grievance.

- (f) In order to maintain the grievance, all parties adhere to the time lines established for resolution of the grievance. In addition, employee must initiate any grievance within 30 days of an action(s) precipitating the grievance.

Section III – Informal Procedures

Hopefully, most grievances can be resolved informally and at the most immediate administrative level. With this objective in mind, simple, honest, and straightforward communication is encouraged between the employee, the principal, and the Superintendent. An employee, who feels he/she has a grievance, should present the matter orally to the immediate supervisor. The immediate supervisor, to whom the grievance is presented, shall hear and attempt to resolve the grievance within five (5) days from the time presented and advise the grievant of the decision within two (2) days thereafter. If the grievance is resolved, or if no further action is needed, the matter is closed.

If an employee feels his/her grievance has not been resolved, he/she may resort to the formal procedure as outlined in Section IV.

Section IV – Formal Procedure

In order to resolve grievances in the most appropriate fashion and in the shortest period of time possible, each grievant shall start at the most immediate level of administration (level one in most cases) and progress to the next level until the matter is resolved. If level one does not apply to a particular grievant, such as a supervisor in the Central office, that level should be omitted from the process.

The grievance must be filed in writing at each level, and the grievant shall indicate with his/her filing at each level that will accompany or represent him/her in any meetings or hearings that might be conducted.

All decisions rendered at each level shall be set forth in writing and promptly transmitted to all parties in interest.

All meetings and hearings shall be conducted at a specified time, which does not interfere with employee's workday or the normal operation of the schools. Scheduled meetings or hearings can be changed with mutual consent of the parties in interest. All records of meetings and hearings shall be maintained in confidence; however, this shall be interpreted to prevent such records from becoming part of the grievant personnel file.

CHAPTER 6.00 - HUMAN RESOURCES

Level One – Principal or Immediate Supervisor

Representation – the grievant must present the grievance, but may be accompanied by a fellow employee. In the grievance is not resolved to the satisfaction of the aggrieved as the informal level, the aggrieved party may file the grievance in writing with the principal or immediate supervisor. The written communication will be signed by the grievant. The principal or immediate supervisor shall set a time to discuss the grievance that is mutually convenient for the parties in interest and shall seek an amicable solution to the problem. Within five (5) days after receipt of the grievance, the immediate supervisor shall hear the grievance and within two (2) days after hearing the grievance shall notify the aggrieved party in writing of the final decision. If the grievance is not resolved by the principal or immediate supervisor to the satisfaction of the aggrieved at level one, the grievant may appeal within ten (10) days to the Superintendent.

Level Two – Superintendent

Representation – the grievant must be present to present the grievance initially, but may be represented by a fellow employee or by anyone of his/her choosing. However, the grievant must be present at all meetings where his/her grievance is discussed.

Within ten (10) days after receipt of the decision a level one, the aggrieved party may appeal to the Superintendent. The Superintendent shall, be within a ten (10) day period following the appeal do one or more of the following as he/she may deem appropriate:

1. Review written decisions at level one together with any and all other documentary evidence that may be submitted.
2. Conduct a hearing with all persons whom he/she may choose to invite including the principal parties. The principal parties shall be provided with a list of hearing participants prior to said hearing.
3. Designate such person or persons as he/she deems appropriate to investigate the grievance and to offer recommendations prior to making his/her final decision.

The Superintendent will decide the matter within seven (7) days from the review or hearing and advise the parties concerned within two (2) days thereafter. All parties shall be notified of the decision in writing.

Level Three – Board of Education

Representation – the grievant must be present, but may be represented by a fellow employee or by anyone of his/her own choosing. Within ten (10) days after the receipt of the decision at level two, the aggrieved party may appeal to the Board.

CHAPTER 6.00 - HUMAN RESOURCES

The Board shall conduct a hearing, which may be an open or closed session as requested by the grievant, and all parties having direct interest shall be permitted to attend. All hearings and appeals shall be conducted according to the following procedures:

1. The aggrieved party shall file a written request with the Superintendent for a hearing before the Board. The request shall contain a detailed description of the grievance as well as previous action or inaction relative to the grievance.
2. Within fifteen (15) days following the receipt of the written request, the Board shall set a time, date, and place for the hearing. All parties in interest shall be given written notice of the time, date, and place for the hearing. After written notice is given, the time, the date, and the place can be changed only by mutual consent of the Board and the aggrieved party.
3. All parties and the Board shall have the right to legal counsel (at own expense), to present witnesses (at own expense), documentary evidence, and to cross-examine witnesses offered by other parties.
4. All parties shall be given an opportunity to present oral arguments and written briefs within reasonable time limits (30 minutes). All such arguments and briefs shall be made available to the opposing parties.
5. The Board shall reach a decision concerning the grievance within ten (10) days after the hearing and shall convey the decision to all parties of interest within two (2) days.

The decision of the Board of Education shall be final unless the grievant decides to appeal to the courts or to utilize any other duly recognized procedure as established by law.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: GAE**

CHAPTER 6.00 - HUMAN RESOURCES

COMPLAINTS AGAINST EMPLOYEES

6.41

- I. Anyone who has a complaint about a Lanett City School System employee may submit his/her complaint to the Superintendent or immediate supervisor.
- II. The complainant should identify himself/herself and submit the complaint in writing.
- III. No action including a letter to the employee's personnel file, shall be taken by the administrative staff or the Lanett City Board of Education on the basis of a complaint unless the matter is first reported to the employee, and he/she is furnished with a written copy of the complaint.
- IV. Any anonymous complaint or material received by a school official shall be immediately transmitted to the Superintendent. If the material is deemed worthy of an investigation by the Superintendent, it may be investigated. The results of the investigation shall be reduced to writing, signed by the Superintendent, principal, or other designated official in charge of the complaint, dated, attached to the material in question and placed in the personnel file of the employee. Any anonymous complaint which is not investigated within thirty (30) calendar days of its receipt by the executive officer shall not be retained, but shall be destroyed.

REFERENCE(S):

**CODE OF ALABAMA
36-26-100 to -108**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: KN**

CHAPTER 6.00 - HUMAN RESOURCES

SUSPENSION, TERMINATION, SEPARATION

6.50

- I. The Lanett City Board of Education may suspend or terminate employees who have earned tenure or non-probationary status or are principals serving under contract for the following reasons:
 - A. Immorality;
 - B. Incompetence;
 - C. Insubordination;
 - D. Neglect of duty;
 - E. Failure to perform duties in a satisfactory manner;
 - F. Justifiable decrease in the number of positions (for contract principals, decrease must be due to decreased enrollment or funding); and
 - G. Other good and just cause.
- II. Contract principals also may be terminated for
 - A. Conviction of a felony or a crime involving moral turpitude;
 - B. Failure to fulfill the duties and responsibilities imposed upon principals by Alabama code;
 - C. Failure to maintain his/her certificate in a current status; and
 - D. Willful failure to comply with Lanett City Board of Education policy.
- III. Notification to the Lanett City School System employee of a proposed termination and his/her hearing rights will be governed by applicable state law.
- IV. An employee may be suspended for cause with or without pay on recommendation of the Superintendent and approval of the Board. Suspensions of up to twenty (20) work days without pay may not be appealed by the employee. Suspensions of more than twenty (20) work days may be appealed by the employee in the same manner as an appeal of termination.
- V. The Lanett City Board of Education may end its employment relationship with employees who have not earned tenure or non-probationary status by providing the appropriate notice required under state law or contract.
- VI. The Lanett City Board of Education may end its employment with principals serving as non-probationary contracts by providing a reason why their contract will not be renewed and notice as provided in state law. Probationary contract principals may not be provided a reason.

REFERENCE(S):

**CODE OF ALABAMA
16-24-8, 16-24-12, 16-24-14; LEGISLATIVE ACT 2011-270**

HISTORY:

**ADOPTED: 07/12/1996
REVISED: 07/13/2010; 10/17/2011
FORMERLY: GAN**

CHAPTER 6.00 - HUMAN RESOURCES

EMPLOYEE DRESS CODE

6.61

All certified and support staff employed by the Lanett City Board of Education will be clean, well-groomed and appropriately dressed for assigned duty. Dress and appearance must not present health or safety problems or cause disruption. Due to health and safety factors, shoes are to be worn by certified and support staff at all times. In order to have the respect of students, parents, and the community at large, all staff should dress professionally. Questionable clothing items will be addressed at the discretion of the administrator.

The following items of clothing are considered inappropriate:

1. Clothing which bares the midriff, underarms, or cleavage.
2. Excessively tight or see-through clothing
3. Skirts or dresses that are shorter than 2 inches above middle of knee
4. Jeans (denim or colored)
 - a. Exception: Special occasions at the discretion of the administrator
5. Jogging/wind suits (knit, nylon or fleece), shorts, tee shirts
 - a. Exception: P.E. Teachers
6. Leggings (jeggings, tights, etc.)
7. Tank tops/halters
8. Flip flops

HISTORY:

ADOPTED: 07/13/2009

REVISED: 7/13/2020

FORMERLY: GAM

CHAPTER 6.00 - HUMAN RESOURCES

EMPLOYEE LEAVE

6.70

The Lanett City Board of Education recognized that there are occasions when circumstances interrupt the continuity of day-to-day performance of duty. Different kinds of leave shall be provided to accommodate those situations. Professional persons should acknowledge the fact that excessive absence from the classroom of the regular teacher is detrimental to the learning process; therefore, leave policies shall not be abused.

The Lanett City board of Education shall not pay employees for any accumulated leave when employment is terminated for any reason.

A. Sick Leave

In accordance with legislative Act 2001-671, employees shall accumulate sick leave at the rate of one (1) day for each month of employment or while on any authorized leave with pay. Employees can accumulate an unlimited number of sick leave days. Sick leave shall be administered in conformity with policies announced by the Alabama State Board of Education. An employee is eligible to use sick leave in the following situations:

1. Personal illness;
2. Bodily injury which incapacitates the employee;
3. Attendance upon an ill member of the employees' immediate family (parent, child, spouse, sibling) or an individual with a close personal tie;
4. Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt);
5. Death, injury, or sickness of another person who has unusually strong personal ties to the employee.

The employee is required to state the reason for the absence on a leave form which may be obtained in the principal's office.

Should an absence extend beyond fifteen (15) working days, the employee must follow the procedure for securing extended leave by submitting a written application through the Superintendent. Arrangements then can be made to ensure that a quality learning environment is not unduly interrupted.

An employee may transfer earned and unused sick leave from one employer to another within the state of Alabama; however, no employee will be paid for unused sick leave.

The Lanett City Board of Education may require a doctor's excuse or other justification if there is probable cause to believe that sick leave is being abused or misused by an employee.

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B. Leave Under Family and Medical Leave Act

Employees shall be entitled to leave under the provisions of the Family and Medical Leave Act as follows:

1. Eligible Employees: In order to be entitled to leave under the provisions of the Family and Medical Leave Act, an employee must have been employed by the Lanett City Board of Education for at least twelve (12) months and must have worked for at least 1,250 hours during that twelve (12) month period.
2. Reasons for which leave under the Act will be granted: An eligible employee is entitled to twelve (12) weeks of unpaid leave during a twelve (12) month period for the following reasons:
3. The birth and first year care of a child; or
4. The adoption of foster placement of a child; or
5. In order to care for a spouse, or a son, daughter, or parents of the employee, if such spouse, son, daughter, or parent has a serious health condition; or
6. Because of serious health condition that makes the employee unable to perform the function of the employee's position. A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.
7. Conditions for Leave: The Board may allow or require that paid leave be taken before granting unpaid leave. Unpaid leave granted in compliance with the Family and Medical Leave Act, when combined with paid leave available to an employee, shall not exceed a combined total of twelve (12) weeks.
8. In the instance of birth, adoption and foster placement, the entitlement to leave for child care expires at the end of the twelve (12) week period beginning on the date of the birth or placement. Entitlement for leave associated with illness of a child occurs only where the child is under 18 years of age or incapable of self-care due to mental or physical disability.
9. In case where both spouses are employed by the Lanett City Board of Education, the combined amount of leave for child birth, adoption, foster placement or the care of a sick parent is limited to twelve (12) weeks.
10. Intermittent Leave: if medically necessary for a serious health condition of the employee or the employee's spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule subject to certain conditions that pertain to instructional employees. (Instructional employees are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting.) The Board may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence of a part-time schedule provided the position has equivalent pay and benefits.

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When instructional employees seek intermittent leave in connection with a family or personal illness and when such leave would constitute at least twenty percent (20%) of the total number of working days in the period during which the leave would extend, the board may require the employee to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school system, that is equivalent in pay, for which the employee is qualified and which better accommodates the intermittent situation.

11. Notification: Except where circumstances are such that reasonable advance planning is not possible, employees must provide the Superintendent at least thirty (3) days written notice of the date when leave is to begin. With respect to foreseeable family or employee illness, the employee shall make reasonable effort to schedule treatment- including intermittent and reduced hour leave – so as not to disrupt unduly the operations of the school district.
12. Certification: The Board requires that a request for leave based on the serious health condition of the employee, the employee's son, daughter, spouse, or parent be supported by a certification issued by the appropriate health care provider. The certification shall state (1) the date the serious health condition began, (2) the probably duration of the condition, (3) the necessity for the employee's leave, and (4) that the employee is unable to perform the employee's job functions. The Board reserves the right, at its own expense, to designate a second health care provider (other than a school district employee) to provide a second opinion. If the first and second opinions conflict, the Board can require, at its own expense, a third opinion by a health care provider approved by the Board and the employee. This opinion shall be binding. Upon the employee's return to work, the Board may require the employee to provide certification by the employee's health care provider that the employee is able to resume work.
13. Benefits: Benefits accrued by the employee before leave is taken will not be altered by the employee's absence under this policy. The employee is entitled to continuation of health benefits during the leave period under the same conditions these benefits would have been provided if leave had not been taken. If any employee fails to return to work after the leave period expires, the Board may recover the health benefits premiums paid by the employer for the employee's benefit during the leave period.
14. Restoration to Same or Similar Position: Upon return, the employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment. The Board may deny position restoration to an employee whose salary is in the highest ten percent (10%) of the employees employed by the Board if such denial is necessary to prevent substantial and grievous economic injury to the Board's operation.
15. Because the end of the semester is a critical time for both teachers and students, the following conditions apply to request from instructional employees seeking to return from leave within the last three (3) weeks of the semester:

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- a. If the employee begins any category of family and medical leave five (5) or more weeks prior to the end of the semester and the leave is for more than three (3) weeks, the district may require the employee seeking to return with the last three (3) weeks to wait until the next semester.
- b. If the employee begins any category of family and medical leave except personal sick leave less than five (5) weeks before the end of the semester and the period of leave is greater than two (2) weeks, the district may require the employee seeking to return within the last two (2) weeks to wait until the next semester.
- c. If the employee begins any category of family and medical leave except personal sick leave three (3) or fewer weeks before the end of the semester and the period of leave is greater than five (5) working days, the district may require the employee to wait until the next semester.

When an instructional employee's leave falls within one of the three categories above (a, b, or c), the required additional leave (for example, the last two weeks of the semester in category "a" is considered part of the available twelve (12) week unpaid leave period per year.

C. Extended Leave

Extended leave is defined by the Board as any absence from work for more than fifteen (15) working days. Extended leave may be granted only for the period of time the employee is unable to perform assigned duties.

This period in no case shall exceed one (1) scholastic year. The Board recognized, in conformity with medical opinion, that the standard period of convalescence following pregnancy is six (6) weeks. Therefore, it shall be standard procedure to plan for extended leave in such cases to terminate six (6) weeks from the delivery date of the child.

An employee returning from extended leave shall be allowed to return to the position formerly held or one as nearly like it as possible.

If an employee should not return to work from extended leave within the time period agreed upon in conformity with the procedures stated in this policy, his/her contract will be voided. The procedures stated below must be followed:

1. An employee must submit written application to the Board through his/her immediate supervisor requesting extended leave along with a doctor's certificate verifying the illness/pregnancy. In the case of pregnancy, the certificate should state when such leave should begin.

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2. The teacher, immediate supervisor, the Superintendent, and the attending physician shall cooperatively determine when extended leave is to begin and/or end. The doctor's certificate submitted with the request shall be a prime consideration in these decisions.
3. When or before extended leave has expired and the employee wishes to return to work, a doctor's certificate must be filed with the Superintendent verifying that the employee is able to perform the duties demanded

D. Personal Leave

The Board, in keeping with state policy, provides two (2) of non-cumulative personal leave days each year for each employee. (State law 97-444 states that support employees must work "an average of at least twenty (20) hours weekly" to be eligible for personal leave.) Employees are allowed three (3) additional days of non-cumulative personal leave. If a certified or support employee uses those additional days of personal leave, his/her monthly check will be deducted at the rate of substitute pay for his/her position even if a substitute is not required.

At the end of the school year, certified employees have the option of being paid at the substitute teacher daily rate for any personal leave day that is not used or converting the personal leave day(s) not used into sick leave days. Support personnel may convert any personal leave days(s) not used to sick leave days.

Employees may not use personal leave during the first week of school, the last two (2) weeks of school, or on a day immediately before or immediately after a holiday, except in situations in which prior approval of a written request is granted by the immediate supervisor and Superintendent. No employee will be required to divulge reasons for personal leave.

E. Professional Leave

The Board recognizes a distinct need for professional leave for personnel in order to further enrich the instructional program. The Board may grant professional leave to an employee wishing to attend any educationally related conference, meeting, or convention, if such attendance is considered to be in the best interests of the school district. The Board may pay all or any part of expenses of any personnel who it may direct to represent it in any such professional or educational meeting or in visitation to another school system. In all such cases, prior approval for said expenses must be given by the Board.

Application and notification to attend a conference or similar educational meeting shall be made and approved at least two weeks in advance of the intended date of leave. All out of state professional development must be approved, in advance, by the Board.

The Board shall be authorized to grant professional leaves of absence for periods of one year for justifiable reasons which may be extended to a second year without loss of continuing service status.

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F. Legal Absences

Absence from work for the purposes of fulfilling legal responsibilities such as working at the polls, serving on juries, etc. is upon approval of the principal.

G. Vacation Leave

The Lanett City Board of Education shall allow all persons employed on a twelve-month basis to earn vacation time at the rate of five days per year. After three years of service an employee is entitled to ten days of vacation time. After ten years of service an employee is entitled to fifteen days of vacation time.

Vacations are scheduled at the convenience of the School District with due consideration to the employee's preference.

Vacation leave shall be accumulative allowing the employee's leave to accumulate to a maximum of two years accrual. If an employee has accumulated ten (10) or more days with the approval of the superintendent, the staff member may choose to take the accumulated vacation days or be paid for no more than ten (10) days.

When a holiday occurs during a vacation, the holiday shall not be considered a day of vacation time. One half month or more of employment shall be considered a complete month in computing earned vacation time. Employment of less than one half month shall not be considered when computing vacation time.

H. Military Leave

Act No. 2002-430 requires a local board of education to pay an employee who is called into active service of the U.S. Armed during the war on terrorism (which began September 11, 2001), compensation if the basic pay for active military duty is less than the salary the employee would receive if still working for the board. The basic pay is identified on the employee's military leave and earnings statement. The board salary includes any pay raises and salary schedule step raises the employee would receive if still on-the-job. (Reference is made to the procedures for implementation provided by the Alabama State Department of Education. In accordance with Legislative Act 95-256:

1. Employees are provided pay for time away from work for federal military leave for no more than 168 working hours per calendar year.
2. Employees are provided pay for time away from work for state military leave (called by the governor to duty in the active service of the state) for no more than 168 working hours at any one time.
3. Employees on paid or unpaid military leave continue to accumulate service credit for any seniority, status, and rate of pay the employee would have obtained had the employee not taken military leave.

CHAPTER 6.00 - HUMAN RESOURCES

I. On the Job Injury Leave

1. Any full time employee or adult bus driver of the Lanett City School system shall be entitled to on-the-job injury leave.
2. An on-the-job injury is an accident or injury to the employee occurring during the performance of duties (or when directed or requested by the employer to be on the property of the employer), which prevents the employee from working or returning to his or her job.
3. To be considered for on-the-job injury leave, the following conditions shall be met:
 - a. Within 24 hours after occurrence of the injury, the employee must make proper written notification of the injury to the Superintendent (or school principal or immediate supervisor, if applicable).
 - b. In the event the employee is clinically unable to report the injury, the injury may be reported by another person who is reasonably knowledgeable of the injury.
 - c. The Lanett City Board of Education may require medical certification from the employee's physician that the employee was injured and cannot return to work as a result of the injury.
 - d. The Superintendent may require a second opinion from another physician at the expense of the Board.
 - e. The Board may require a statement from the physician that there is a reasonable expectation that the employee will be able to return to work.
4. If the Superintendent determines that the employee has been injured on the job and cannot return to work as a result of the injury, the employee's salary and benefits will continue up to ninety (90) working days consistent with the employee's injury and absence from work resulting from the injury.
5. Sick leave days will not be deducted for the days the employee is paid for an absence approved for on-the-job injury pay.
6. The employee may file for reimbursement with the State Board of Adjustment for un-reimbursed medical expenses and costs incurred as a result of an on-the-job injury. Reimbursement to the employee shall be determined by the Board of Adjustment's policies, rules and regulations.

J. Catastrophic Sick Leave

1. An employee must be a member of the sick leave bank to donate or receive catastrophic sick leave days.

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2. Section 1. (a)1 of Legislative Act 99-581 defines catastrophic illness as “any illness, injury, or pregnancy or medical condition related to childbirth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time.” The sick leave bank committee defines and extended period of time as sixteen (16) consecutive work days will be considered for extenuating circumstances.
3. The sick leave bank committee is responsible for writing guidelines and administrative procedures for catastrophic sick leave.
4. An employee must exhaust all sick, paid personal leave, and vacation days before using catastrophic leave days. Flex personal days may be used, but are not required to be used before requesting catastrophic leave.
5. An employee must borrow and use the maximum number of day 910 days) from the sick leave bank before being eligible to use catastrophic sick leave days.
6. Donated catastrophic sick leave days will be used to repay days owed to the sick leave bank.
7. Sick, paid personal and vacation days earned while the employee is utilizing catastrophic sick leave days must be exhausted before continuing the use of catastrophic sick leave days.
8. An employee may use catastrophic sick leave days for the following persons: himself, herself, parent, spouse, child, sibling, or an individual with a close personal tie.
9. A sick leave bank member may donate a specific number of days, not to exceed thirty (30) days, to the sick leave bank for a specific employee.
10. The employee donating sick leave for a catastrophic illness does not have to be a member of the same sick leave bank as the receiving employee.
11. The employee donating sick leave for a catastrophic illness cannot be required to donate a minimum number or days.
12. The donated catastrophic sick leave days revert to the donating employee only if the recipient employee does not use all of the donated days.
13. The sick leave bank committee will adopt guidelines for reverting unused donated days to the employees who donated the days.
14. An employee may accumulate an unlimited number of catastrophic sick leave days.

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Guidelines and Administrative Procedures for Catastrophic Sick Leave

1. An employee may request catastrophic sick leave when the employee anticipates being out of work for sixteen (16) or more consecutive work days.
2. To request catastrophic leave, a "Request for Catastrophic Sick Leave" form must be completed, along with a "Physician's Statement" form, and be returned to the Payroll Department in the Central Office before the employee will need the use of catastrophic sick leave days.
3. The Sick Leave Bank Committee will review each request for catastrophic sick leave to determine if the request qualifies as a catastrophic illness. The employee will be notified in writing of the decision of the committee. All decisions of the sick leave Bank committee are final.
4. Donated catastrophic sick leave will be used in the order it was received by the payroll Department.
5. Once an employee has returned to work for period of thirty (30) calendar days, any days remaining will be used to repay the Sick Leave Bank. After the Sick Leave Bank has been repaid, any remaining days will refer to the donor(s).
6. If an employee is not a member of the Sick Leave Bank and finds himself/herself in need of catastrophic leave, the employee will not be eligible to request such leave. Employees are allowed to join the Sick Leave Bank at the beginning of employment, in August of each year. According to Legislative Act 99-581, "an employee must be a member of the Sick Leave Bank to donate or receive catastrophic sick leave days."
7. An employee who is a member of the Sick Leave Bank may donate up tot thirty (30) days to a specific employee. The employee who wishes to donate days should complete a "Catastrophic Sick Leave Transfer Authorization" form and return it to the Payroll Department at the Central Office.
8. Names of employees who donate sick leave days to another employee will not be disclosed.
9. Used donated catastrophic sick leave days will not be repaid to donating employees.

REFERENCE(S):

**CODE OF ALABAMA
16-24-13, 16-11-9, 16-1-18.1
Legislative Act 2001-671
Legislative Act 99-581**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: 09/08/2014
REVISED: 9/11/19
FORMERLY: GBRH, GBRI, GBRK, GCRG**

CHAPTER 6.00 - HUMAN RESOURCES

LEAVE OF ABSENCE

6.70.1

- I. A leave of absence is permission granted by the Lanett City Board of Education or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority.
- II. Leave may be with or without pay as provided by law, regulations of the State Board of Education, and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.
- III. A leave shall not be granted to any Lanett City School System employee to accept other employment. Accepting employment while on a leave of absence may cancel the leave. The person on leave may be notified that he/she must return to work with the Lanett City Board of Education immediately, resign, or be terminated.
- IV. All requests for a leave of absence must be submitted to the Superintendent, in writing. Requests for the following school year must be received by the Superintendent by April 1st of that same year. Emergency requests must be of a genuine emergency nature and must be made two weeks prior to the Board meeting. The Superintendent may require additional information from outside sources (e.g. medical professionals) when considering emergency leave. Upon the recommendation of the Superintendent, the Board may grant a leave of absence. Limitations of the leave shall be specified in the action taken by the Board.
- V. A Lanett City School System employee having leave for the year or for the remaining part thereof and who plans to return to duty the next school year shall send a copy of such notice to the Superintendent by April 1st of that same year.
- VI. A leave of absence grants the employee the right to return to the system in a similar role, but does not guarantee the reappointment to the specific job held prior to the leave. Alabama teachers' tenure laws cover the specific aspects of leaves of absences and shall be followed in the Lanett City School System.

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STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-24-13**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 6.00 - HUMAN RESOURCES

SICK LEAVE BANK

6.71

I. Purpose

The School System Sick Bank for Lanett City Board of Education employees (hereinafter referred to as SLB) is established to provide a means for loaning sick leave days to participating members after all sick, personal, and annual leave days have been exhausted. This action is authorized by The Code of Alabama and Official Resolution of the Board of Education.

II. Sick Leave Bank Committee

- A. The SLB Committee shall consist of five (5) employees, one representing the Board of Education and four representing the participating members.
- B. At the beginning of each scholastic year, an election shall be held among the sick leave bank members to determine by secret ballot the four members who are to serve on the SLB committee.
- C. The term of office shall be one (1) year. No representative on the committee shall serve more than five (5) consecutive terms.
- D. The chief executive officer of the board shall be responsible for conducting the election in a fair and equitable manner, insuring the confidentiality of the secret ballot process. The chief executive officer of the board shall also appoint the board's representative on the committee, subject to board approval.
- E. Duties of the SLB Committee
 - 1. The SLB committee will elect, by majority vote, a chairperson from among its members at the beginning of each year.
 - 2. Meetings of the SLB committee shall be scheduled on a regular basis as determined by the committee. Additional meetings may be called by the chairperson or by a majority of the committee members.
 - 3. The SLB committee shall have the authority to reopen the bank in case of emergency or need and/or take any other deemed necessary for the effective and efficient operation of the SLB.
 - 4. Forms for requesting loans from the SLB shall be available at the Central office.

III. Eligibility and Participation in the Sick Leave Bank

- A. Days from the SLB shall not be awarded until all sick, annual and state allocated personal leave of the participating employee has been exhausted. After borrowing the member's five (5) donated sick leave days, he/she must then exhaust his/her local personal leave before borrowing any other days from the bank.

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- B. Enrollment in the SLB shall be open during the month of August. Membership in the SLB begins on September 1 and ends on August 31 of each year. New employees will be advanced five (5) sick leave days to enable them to join the SLB if they choose to do so. These days will be paid back as earned by the new employee.
 - C. A participating employee who chooses to no longer participate in the SLB shall be eligible to withdraw during the month of August. A participating employee who is leaving the system (resigning, retiring, etc.) may withdraw unused days from the bank at the time employment is terminated.
 - D. The Board Payroll Department shall maintain records of all members' contributions to the SLB, withdrawals from the SLB, and the status of the SLB. Reports shall be provided on a timely basis and at the request of the SLB committee, Superintendent, or Board.
 - E. In cases where the contributor has been incapacitated, his/her designated agent may apply to the SLB committee on the contributor's behalf.
 - F. All allegations of abuse of the SLB shall be investigated by the committee. Should there be any finding of wrong doing; the employee shall repay all of the sick leave credits drawn from the bank and be subject to other appropriate disciplinary action as determined by the local board of education.
 - G. If an employee ceases to be employed by the system (resigns, retires, takes a leave of absence, or for any other reason) and has an outstanding loan from the sick leave bank. The value of the loan shall be deducted from the final pay check at the prevailing rate (not at the rate of a substitute). To insure that money is available to repay the sick leave bank at the end of a contract pay period, (August check) the amount of money needed to cover the amount owed the bank over five (5) days will be held in escrow by the system. The money held in escrow will be returned to the employee in the September check if employment is terminated.
- IV. Application Procedure for Loans from the Sick Leave Bank
- A. Members who wish to borrow days from the bank must complete the standard application for loan form and submit them to the Central office.
 - B. Application for loan forms will be available at the Central office.
 - C. Any individual who disagrees with the decision of the SLB may appeal that decision in writing to the Board.
- V. A. Sick leave days owed to the SLB shall be paid back at the rate of one per month beginning with the next sick days earned after the loan was granted by the sick leave bank and continuing until the days loaned have been completely repaid.

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VI. Procedures for Sick Leave Due to Catastrophic Illness

- A. Catastrophic illness Defined – The Code of Alabama, 16-22-9, defines catastrophic illness as any illness, injury, or pregnancy or medical condition related to childbirth certified by a licensed physician which causes the employee to be absent from work for an extended period of time. The extended period of time will be determined on a case-by-case basis by the Board of Education.
- B. Eligibility – In order for an employee to participate in the Catastrophic Sick Leave plan as defined in The Code of Alabama, 16-22-0, he/she must meet the following eligibility criteria:
 - 1. Be a member of the Lanett City School Board's SLB.
 - 2. Have used all regular sick, personal, and annual leave days.
 - 3. Be an employee of the Board of Education
 - a. Beneficiary Employee Eligibility – In order for an employee to receive and use donated catastrophic sick leave days from employees of the Lanett City School System or from employees of another Alabama school system, the beneficiary employee must be a member of the SLB.
 - b. Donating Employee Eligibility – An employee of the Lanett City School System **does not** have to be a member of the SLB to donate catastrophic sick leave days to an employee in the Lanett City School System. However, in order for an employee of Lanett City School System to donate catastrophic sick leave to an employee in another Alabama school system, he/she must be a member of the SLB and the beneficiary employee must be a member of his/her school system's sick leave bank. The transfer of such days must be from the SLB to and through the beneficiary's school system sick leave bank.
- C. Donating Limits – An employee who is a member of the SLB, at his/her discretion, may donate up to 30 days to be used by an employee of the Lanett City School and/or to an employee of another Alabama public school system.
- D. Beneficiary Limits – There is no limit on the number of sick leave days a beneficiary employee may receive under the catastrophic sick leave plan. However, a Lanett City School System employee who uses catastrophic sick leave days is required to reapply (completion of Catastrophic Sick Leave Approval form and attending physician statement) at the end of 90 school days. In the event reasonable cause exists to believe that illegal use is being made of catastrophic sick leave days, the School System may require the employee to submit to an examination by a physician chosen and paid for by the Board.
- E. Donated Days Defined – The sick leave days donated by an employee to SLB or an employee in another Alabama public school system for catastrophic illness purposes are regular sick leave days and are deducted from the donating employee's state accumulated sick leave days.

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Therefore, the individual employee donating such days will not be able to recover the donated days. However, if the beneficiary employee is employed in the Lanett City Schools System and does not use all sick leave days donated to him/her, the days will revert to the credit of those employees who donated the days by lot. Exception – multiple days given by a single employee shall be returned with the exception of one (1) day, which shall be included in the return by lot.

- F. Procedures for Obtaining Approval: Inter-System – Prior to participating in the catastrophic sick leave plan, employees of the Lanett City School System must receive approval from the board. To initiate the approval process, employees must:
 - 1. Complete Sections I and II of the Catastrophic Sick Leave Approval form.
 - 2. Have the attending physician complete Section III of the Catastrophic Sick Leave Approval form.
 - 3. Transmit the completed Catastrophic Sick Leave Approval form to the Superintendent for review, approval, and submission to the Board for approval. Where emergency situations arise, the Superintendent may canvass Board members individually to secure approval, with formal approval accomplished at the next Board meeting.
- G. Procedures for Donating Days: Inter-System – To donate catastrophic sick leave days to another employee of the Lanett City School System an employee should:
 - 1. Determine if the employee to whom the days are to be donated has been approved for catastrophic leave by the Board.
 - 2. Complete Sections I, II, and III on the Catastrophic Sick Leave Transfer Authorization Form. All items should be completed to include dates, signatures of the donating employee, and the witness.
 - 3. Transmit the completed form to the Superintendent's office.
- H. Procedures for Obtaining Approval and Donating Days: Intra-System - All sick leave days donated for use by an employee in another Alabama public school system must be transferred through the Lanett City School System SLB, i.e. no days may be transferred employee to employee. An employee of the Lanett City School System desiring to transfer catastrophic sick leave days to an employee in another Alabama public school system must:
 - 1. Contact the Lanett City School Superintendent to discuss the matter, then;
 - 2. Contact the person in the other Alabama public school system to have his/her superintendent or other appropriate official transmit a completed copy of their catastrophic sick leave approval form to the Superintendent of the Lanett City School System;

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3. After receipt to the above verifying information, the Lanett City School Superintendent or designee will notify the Lanett City School System Employee of receipt of verifying forms. The employee desiring to transfer days to the person should complete the Lanett City School System Transfer Authorization form. The total number of days donated will then be transferred by the Superintendent or designee to the school system's sick leave bank where the beneficiary person is employed.
- I. Earning Sick Leave Days While on Such Leave – A beneficiary employee on catastrophic sick leave will earn regular sick leave days while on such leave at the rate of one per month; however, the earned sick leave days must be used each month as it is earned.

REFERENCE(S):

**CODE OF ALABAMA
16-1-18.1, 16-22-9
LEGISLATIVE ACT 99-581**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: GBRI, GCRG**

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DRUG-FREE WORKPLACE

6.72

It is the policy of the Lanett City Board of Education that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Employees shall not possess, use, transfer, sell, deliver, nor be under the influence of narcotics, drugs, alcohol, controlled substances or use chemical substances which can affect psychological functioning of the employee. Lanett City School System employees shall not possess paraphernalia specific to the use of chemical substances. This policy shall apply on all system school properties, in school buildings, in school buses or during any school-sponsored extra-curricular activities.

Employees violating this policy will be subject to disciplinary action by school officials, including termination of employment, and may be subject to legal action by local, state and federal officers.

The specifics of the policy are as follows:

- I. The Lanett City School System schools do not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on the school system premises will be subject to disciplinary action, including termination of employment.
- II. The term *controlled substance* means any drug listed in 21 USC Section 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to heroin, marijuana, cocaine (including crack) and PCP. They also include *legal drugs* which are not prescribed by a licensed physician.
- III. Each Lanett City School System employee is required by the Drug-Free Workplace Act of 1988 to inform the Superintendent within five (5) days after he/she is convicted for a violation of any federal or state criminal drug statute. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court.
- IV. If the employee is paid with funds from a grant, the Superintendent must notify the U. S. Department agency by which the grant was made within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such conviction.
- V. If an employee is convicted of violating any criminal drug statute while in the workplace, he/she will be subject to disciplinary action, including termination of employment. Alternatively, the Lanett City School System may require the employee to successfully complete a drug abuse program sponsored by an approved private or governmental institution.

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- VI. As a condition of employment on any federal government grant, the Act requires all employees to abide by this policy.
- VII. Employees who use prescription drugs authorized for their use by a licensed physician do not violate this policy.
- VIII. *Under the influence* is defined as manifesting signs of chemical use/misuse such as staggering, odor of chemicals of breath or person, unusual inappropriate behavior, or *testing positive*.

REFERENCE(S):

**CODE OF ALABAMA
16-2-2, 16-3-11 and 12, 16-3-14, 16-26-1-3
Public Law 102-143, Public Law 100-690**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: GAM**

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DRUG AND ALCOHOL TESTING

6.80

- I. Lanett City School System employees who hold a regular school bus driving certification and who wish to be maintained on the list of acceptable school bus drivers for the system, including extra-curricular drivers, are subject to all the bus testing rules and regulations applicable to other school bus drivers pursuant to Safety Regulations, Title 49 (49 CFR), Part 199, 193, et. al. and any and all Department of Transportation Safety Standards. In addition, all employees of the Lanett City Board of Education or who regularly transport students of the system as a part of their job assignment shall be subject to the established drug and alcohol testing procedures of the Board.
- II. Failure to pass a drug test will result in the suspension of driving privileges, which may not be restored, except with the permission of the Superintendent and the Transportation Supervisor.
- III. Every employee of the Lanett City Board of Education shall be provided with a copy of this policy, its associated procedures, and an acknowledgement statement. Receipt of these materials shall be acknowledged by said employee and maintained in each employee's personnel file.

REFERENCE(S):

**CODE OF ALABAMA
16-1-18.1, 349 CFR PART 40, DOT,
49 CFR PARTS 382 & 391,
FEDERAL HIGHWAY ADMINISTRATION
PUBLIC LAW 100-690**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: GAM**

CHAPTER 6.00 - HUMAN RESOURCES

PERSONNEL RECORDS

6.82

The Lanett City Board of Education shall require complete and current personnel records for each employee. All information contained in an employee's personnel file, except sensitive personnel records, are considered public records under Alabama's Sunshine Law.

- I. Each Lanett City School System employee shall have a right to review his/her local school or central office personnel file during normal business hours. No anonymous letters or materials shall be placed in personnel files. Each employee may have included in his/her personnel file a written response to any material contained within the file.
- II. Any Lanett City School System employee may request to review his/her personnel file at any time that is mutually agreeable with the Personnel Administrator and when the employee is not engaged in fulfilling employment-related duties. The Personnel Administrator or certified designee must be present during the review. A log shall be maintained documenting any such review.
- III. A copy of all materials to be placed in an employee's record which may tend to diminish the employee's professional or work status or reflect adversely on the employee's record of performance or character shall be provided to the employee.
- IV. Any anonymous complaint or material received by a school official shall be immediately transmitted to the Superintendent. If the material is deemed worthy of an investigation by the Superintendent, it may be investigated. The results of the investigation may be reduced to writing, signed by the Superintendent, principal, or other designated official in charge of the complaint, dated, attached to the material in question, and may be placed in the personnel file of the employee. Any anonymous complaint which is not investigated within thirty (30) calendar days of its receipt by the Superintendent shall not be retained, but shall be destroyed.
- V. The transfer of the personnel file or any parts, summation, or copies of the personnel file of the employee shall be effectuated upon the written request of the employee.

The Lanett City School System may transfer an employee's personnel file or copies or parts thereof to another employer or prospective employer.

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REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-1-17, 16-23-1 TO -13**

HISTORY:

ADOPTED: 07/13/2009

REVISED: _____

FORMERLY: GAK

CHAPTER 6.00 - HUMAN RESOURCES

SALARY SCHEDULES

6.83

The Superintendent shall prepare or cause to be prepared salary schedules for all full and part-time professional and non-professional personnel employed by the Lanett City School System.

- I. All regular personnel shall be paid in accordance with salary or hourly wage schedules as adopted by the Lanett City Board of Education, provided the salary schedule for certified staff is no less than 100 percent of the State Minimum Salary Schedule.
- II. Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who is required to work in excess of forty (40) hours in any work week, shall be compensated for the hours in excess of forty (40) at the rate of one and one-half (1½) times the regular rate of pay for the service performed or shall be provided compensatory time (at a rate of 1.5).

Any Lanett City School System employee working beyond his/her designated total weekly hours without prior permission of the Superintendent through the principal or supervisor may be subject to disciplinary action.

- III. The Lanett City Board of Education will make salary deductions which are required by law, including federal income tax, state income tax, retirement, and other deductions in accordance with applicable laws and regulations.
 - A. The Board may make certain other salary deductions when employees or groups of employees properly request such deductions. The deductions shall be made from salaries earned in at least nine (9) different pay periods and shall be remitted to the appropriate recipient as specified by the employee within ten (10) days following each deduction.
 - B. Deductions made for membership dues and voluntary contributions shall be made based upon membership lists and forms provided by the respective organizations.
 - C. Authorization for voluntary contributions may be revoked by providing a thirty (30) day written notice of revocation.
 - D. New authorization for payroll deductions may be added during open enrollment for that specific deduction.
 - E. Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay.

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- F. When amounts have been correctly deducted and remitted by the Board, the Lanett City Board of Education shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make the subject deductions.

REFERENCE(S):

CODE OF ALABAMA
16-4-9, 16-11-9, 16-11-17,
16-13-51, 13-13-147, 16-13-196, 16-24-4

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: GBA, GCA

CHAPTER 6.00 - HUMAN RESOURCES

PERSONNEL CONTRACTS

6.83.1

The Superintendent shall prepare or cause to be prepared salary schedules and contracts for all professional personnel employed by the Lanett City School System. The salary schedules shall be presented to the Board for review and approval.

I. Initial Contracts

New employees shall be given a letter offering a position and detailing the terms of employment subject to approval of the Board. The letter of official notice of employment shall be considered a binding contract. The employee's letter of acceptance of the proposed position shall be submitted with the recommendation of the Superintendent to the Board for approval.

II. Continuing Contracts

Near the beginning of the new school year, current teacher contracts shall be presented for signature. Contracts shall be amended as needed to reflect approved salary changes.

III. Ending Service

All employees who do not plan to be in service the subsequent year should give written notice to the Superintendent as soon as possible so that the best replacement can be found. Tenured teachers are not permitted to resign within thirty (30) calendar days before the first day of the next school term for students. Any teacher terminating his or her employment in violation of the thirty (30) day rule is guilty of unprofessional conduct, and the State Superintendent of Education may revoke or suspend the certificate.

The Lanett City School System shall notify, in writing, a non-tenured professional employee on, or before, the last day of the school term if his/her contract is to be non-renewed by the Board.

REFERENCE(S):

CODE OF ALABAMA
16-4-9, 16-11-9, 16-11-17, 16-13-51,
16-13-147, 16-13-196, 16-24-4, 16-24-11, 16-24-12, 16-24-8

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: NEW

CHAPTER 6.00 - HUMAN RESOURCES

WORK PERIODS

6.83.2

The work periods for professional personnel shall conform to the following schedules:

A. Nine (9)- month employees' work periods shall encompass 182-187 work days as detailed in the salary schedule for the position and shall begin each year on the date set for Institute Day.

B. Ten (10)- month employees' work periods shall encompass 202 work days as detailed in the salary schedule for the position and normally shall begin five (10) work days prior to the date set for Institute Day. The work period shall normally conclude ten (5) work days after the last contract day for nine (9)-month employees.

C. Twelve (12)-month employees' work periods shall begin on July 1 each year and conclude on June 30 of the following year and shall encompass 240 work days. All twelve (12)-month employees shall be considered "on call" during all holidays.

The work periods for non-certified employees shall be based upon job descriptions and contractual agreements at the time of employment and/or re-assignments made in accordance with law.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-4-9, 16-11-9, 16-11-17, 16-11-16,
16-13-196, 16-24-4

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5 (C)

HISTORY:

ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: GBRB, GCRB

CHAPTER 6.00 - HUMAN RESOURCES

COMPENSATORY PAY

6.86

The Lanett City Board of Education will comply with the Fair Labor Standards Act relative to minimum hourly wages and overtime pay for support employees.

The Board may under an agreement with an employee covered by the provisions of the Fair Labor Standards Act award compensatory time instead of overtime pay. Such agreement or understanding relative to compensatory time must be reached between the Board and an affected employee before performance of any work subject to overtime pay or compensatory time.

REFERENCE(S):

FAIR LABOR STANDARDS ACT

HISTORY:

ADOPTED: 07/13/2009

REVISED: _____

FORMERLY: GCRD

CHAPTER 6.00 - HUMAN RESOURCES

OVERTIME – NON-SUPERVISORY PERSONNEL

6.87

It is the intent of the Lanett City Board of Education for its employees to perform the necessary tasks of their jobs during the regular designated work week. However, there may be certain circumstances, in the best interest of students and the local school system, when emergencies would necessitate that certain employees work beyond their designated work week. However, the option to receive compensatory time rather than pay must be approved by the immediate supervisor and the Superintendent.

Overtime should always be requested by the immediate supervisor and approved by the Superintendent or a designated representative on the approval form for overtime. Verbal approval should be given by the immediate supervisor at the time the work is done; however, an immediate follow-up written request must be forwarded to the Superintendent for approval within one (1) working day after the work has been performed. Overtime pay may be granted only to non-certified employees whose job titles or responsibilities indicate that the position is non-supervisory.

Payment for overtime shall be made to the appropriate Lanett City School System employee at the next regular pay period if submitted prior to the deadline for the pay period.

REFERENCE(S):

FAIR LABOR STANDARDS ACT

HISTORY:

ADOPTED: 07/13/2009

REVISED: _____

FORMERLY: GCRD

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TRANSFERS

6.90

Lanett City School employees may be re-assigned or transferred to any position for which they are qualified by skill, training, or experience.

A teacher may be transferred within the same school or campus by the Superintendent once per year by the 20th calendar day after school begins, provided the teacher has the appropriate certification for the position to which he/she is transferred. Tenured teachers may be transferred to another school without reduction in compensation to a position for which he/she is certified with the approval of the Board of Education once per year by the 20th calendar day after school begins.

Non-probationary classified employees may be transferred once per year to any position for which they are qualified provided that the transfer is without loss of or reduction in compensation, that written notice of the proposed transfer is issued to the employee not less than fifteen (15) calendar days before a final decision is made, and the transfer is effective not less than fifteen (15) calendar days after the date of the final decision to transfer.

Probationary employees (certified or classified) may be transferred to a position for which he/she is certified or qualified that results in a loss of or reduction in compensation. Such transfers must be effective not less than fifteen (15) calendar days after the date of the final decision to transfer. Employees must be provided notice of the proposed transfer that contains a written explanation of the effect of the transfer on the employee's compensation and notice that the employee may object in writing to the transfer before a final decision is made. Tenured teachers or non-probationary classified employees involuntarily transferred to a position with less pay shall be provided due process in the same manner as a proposed termination of employment.

REFERENCE(S):

**CODE OF ALABAMA
16-1-33;
LEGISLATIVE ACT 2011-270**

HISTORY:

**ADOPTED: JUNE 12, 1996
REVISED: JULY 13, 2010
OCTOBER 17, 2011
FORMERLY: GBM**

CHAPTER 6.00 - HUMAN RESOURCES

REDUCTION IN FORCE

6.91

- I. In accordance with The Code of Alabama §16-1-33 (1975) a reduction-in-force may be declared by the Lanett City Board of Education and layoffs approved thereunder if the Board determines that decreased student enrollment or a shortage of revenues requires a reduction in the work force (beyond normal attrition) in order to maintain effective provisions of educational services or to meet the Board's financial, legal, or operational obligations.

A "layoff" within the meaning of this policy is a separation from employment with the Lanett City Board of Education. However, employees who are laid off under this policy are eligible for recall to employment as conditionally provided in this policy. Moreover, layoffs are not terminations within the meaning of the Alabama Teacher Tenure or Fair Dismissal laws and are not subject to the procedural or substantive requirements thereof. The term "layoff" does not include or apply to the expiration of temporary, occasional, or "at-will" appointments or to decisions not to renew or extend employment beyond the expiration of annual or other specified terms of appointment.

- II. The order, priority, rank or selection of individual employees who are to be laid off under authority of this policy shall be determined on the basis of objective criteria. However, nothing herein shall be deemed or construed to limit or abridge the Board's legislative discretion to identify areas, department, programs, groupings or classifications for reductions (layoffs). (For example, the Board is not required to implement layoffs in classified or support categories of employees before laying off certified or instructional staff).
- A. The criterion or criteria on which the layoffs are to be based shall be announced or otherwise communicated by the Board to affected employees no later than the date of the notice of layoff is provided to employees.
- B. "Objective criteria" within the meaning of this policy may include any lawful selection standard, or combination of standards, that is verifiable, calculable, measurable, or otherwise determinable by means or methods other than the personal or subjective judgements or opinions of the person(s) applying the criteria, and that would be expected to produce the same result if applied to the same employees or group of employees by different persons. Such objective criteria may include, but are not limited to:
- Seniority, longevity, or time in service that will be more specifically described in the notice of layoff that is provided to affected employees
 - Years of experience

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- Degrees, certification, or licensure
 - Job classification
- III. Employees who have been laid off under the terms of this policy will be given priority in filling positions as enrollment or financial circumstances warrant, provided that:
- A. The nature of the position and qualifications therefore have not materially changed;
 - B. The laid-off employee remains properly qualified, licensed, or certified; and
 - C. The laid-off employee confirms in writing his or her availability for and interest in re-employment to the Board's Director of Human Resources in accordance with any directives that may be contained in or transmitted in conjunction with the notice of layoffs.

Circumstances permitting, and to the extent practicable, the selection of employees for recall will be based on the criteria that were applied to the layoffs themselves if there are more employees eligible for recall than positions available to fill. When layoffs occur over a period of time, the Board will take relative length of separation from service into consideration in assigning recall priority, other factors being equal. In no case will any right to be recalled to employment extend beyond one (1) year from the effective date of the employee's layoff. Recalled employees will retain credit for the tenure, years of service, and the pay and benefit status they held on the effective date of their layoff. No pay, benefit, status, or additional rights will accrue or be credited to the recalled employee for the time he or she has been laid off.

- IV. Notification of layoff and recall shall be by United States certified or registered mail, hand delivery, or such other means as are reasonable under the circumstances. Upon receipt of notification of recall, a laid-off employee shall respond affirmatively to the notice of recall in accordance with such specific directions or instructions as may be contained therein. Any laid-off employee who does not so respond or who otherwise declines an offer of re-employment by the Board will be deemed to have waived any right to be recalled under the terms of this policy.

REFERENCE(S):

**CODE OF ALABAMA
16-1-33, 16-1-30**

HISTORY:

**ADOPTED: JULY 13, 2010
REVISED: OCTOBER 17, 2011
FORMERLY: 6.91, 6.91.1**

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RETIREMENT OF PERSONNEL

6.92

Any employee who plans to retire shall submit his/her resignation in writing to the Superintendent. Resignation by retirement shall be handled according to the resignation policy (see Policy 6.93).

REFERENCE(S):

**CODE OF ALABAMA
16-25-1 to 16-25-28**

HISTORY:

**ADOPTED: 07/13/2009
REVISED: _____
FORMERLY: GBQ, GCQ**

CHAPTER 6.00 - HUMAN RESOURCES

RESIGNATION

6.93

A tenured teacher is not permitted to resign within thirty (30) calendar days before the first day of the next school term for students. Any teacher terminating his/her employment in violation of this policy is guilty of unprofessional conduct, and the State Superintendent of Education may revoke or suspend the teacher's certificate.

Employees other than tenured teachers may resign at any time by giving five (5) days' written notice to the Board of Education.

An employee who violates the terms of an employment agreement or written contract by leaving his/her position without first being released from the agreement or contract by the Lanett City Board of Education and fails to complete and file the required records and reports, may have final compensation withheld.

REFERENCE(S):

**CODE OF ALABAMA
16-24-11, LEGISLATIVE ACT 2011-270**

HISTORY:

**ADOPTED: JULY 12, 1996
REVISED: JULY 13, 2010
OCTOBER 17, 2011
FORMERLY: GBD**

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CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

FISCAL YEAR

7.10

The fiscal year of the Lanett City Board of Education shall begin October 1 and end September 30.

REFERENCE(S):

**CODE OF ALABAMA
16-13-1**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: DCB**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

FISCAL MANAGEMENT

7.11

Generally accepted accounting standards will be employed for handling all Lanett City Board of Education and school finances. All Board and school accounts will be reconciled regularly based on a schedule established by the chief school financial officer. All reports required by the state Department of Education will be completed in a timely manner and shall be available for Board members to review.

REFERENCE(S):

**CODE OF ALABAMA
16-13A-1, 16-13A-6**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: DB**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

FISCAL ACCOUNTABILITY

7.12

The Board will receive for its review those financial reports required by state law and state regulations as well as those requested by the Board.

Reconciliations:

All bank accounts of the Board and the schools shall be reconciled to the financial records. The Chief School Finance Officer shall be responsible for verifying that monthly bank statements are reconciled to the financial records on a timely basis that ensures accurate monthly financial statements.

Inventory:

The Board directs that all fixed or capital assets shall be inventoried annually. Inventory records of fixed or capital assets shall be maintained in the school Board's central office. A supplementary inventory of equipment items not classified as fixed on capital assets shall be maintained.

Review of Monthly Revenues and Expenditures:

The Superintendent shall have monthly reports of revenues and expenditures prepared for review by the Board. The monthly financial reports and annual budget shall be made available to the public on the local internet site. All financial records are public records.

Any employee who knowingly or intentionally provides inaccurate or false information on any financial report will be subject to termination.

Public Access

All financial documents are public documents, and shall be open to inspection and accessible to the public.

REFERENCE(S):

**CODE OF ALABAMA
16-13A-1, 16-13A-6, 16-13A-6(d)**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: DCH**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

ANNUAL REPORTS

7.13

The Lanett City Board of Education shall cause to be published annually in the month of October a full and complete financial statement in such form as is required by the State Superintendent of Education. The Board shall also cause to be published annually in the month of October, a statement of the outstanding indebtedness of the Board of Education on last September 30. These publications shall be in any newspaper in circulation in the city of Lanett, so long as such a newspaper shall exist.

REFERENCE(S):

**CODE OF ALABAMA
16-11-24**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

CHIEF SCHOOL FINANCIAL OFFICER

7.14

In consultation with the Superintendent, the Lanett City Board of Education shall appoint a chief school financial officer (CSFO) who shall be an employee of the Board. The Board shall have authority to remove the chief school financial officer as provided for by law.

The chief school financial officer shall meet the minimum job qualifications established by the local Board and the State Board of Education and shall possess or be eligible to possess certification required pursuant to regulations promulgated by the State Board of Education.

The chief school financial officer shall work under the direct supervision of the local superintendent of education, but shall have a fiduciary responsibility to the local Board of Education.

The chief school financial officer shall perform duties as specified by the Board as well as those duties specifically specified by state law. The Superintendent may also assign additional duties to the chief school finance officer in order to provide for the efficient administration of the school system.

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-13A-4, 16-13A-5**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

ANNUAL BUDGET

7.20

The Superintendent is responsible for the preparation and presentation of the annual school budget to the Board for its consideration. Budget development will incorporate the Board's strategic plan initiatives and a plan to maintain one month's operating balance as a reserve fund.

The Superintendent or chief school financial officer will inform the Board, before the Board votes on the budget, if approval of the budget will prevent the establishment or maintenance of a one-month's operating balance. A one-month's operating balance shall be determined by dividing the General Fund expenditures and fund transfers out by 12. In determining the General Fund expenditures and fund transfers out, the proposed budget or budget amendment, shall be used.

The Board shall hold at least two (2) open public hearings pertaining to its proposed annual budget. Copies of the proposed budget shall be provided to the public at each hearing on forms provided by the State Department of Education. The Board shall seek input from the public concerning the proposed budget and the allocation of resources. After at least two (2) public hearings have been held, the local Board and Superintendent shall cause a final budget to be developed consistent with the laws of this state, and shall make copies of the final budget available to the public upon request.

REFERENCE(S):

CODE OF ALABAMA
16-13-140

HISTORY:

ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: DC

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

BUDGET ADJUSTMENTS

7.21

The Superintendent will inform the Board concerning the status of the budget and recommend adjustments as needed for Board approval.

REFERENCE(S):

**CODE OF ALABAMA
16-13-143**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: DCI**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

INVESTMENTS

7.30

The Superintendent will oversee a prudent investment program. Funds will be invested to earn the highest yield possible in any qualified public depository as defined by state law.

REFERENCE(S):

CODE OF ALABAMA
14-14A-1 et. seq.

HISTORY:

ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: DFL

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

GRANTS FROM PRIVATE SOURCES

7.31

All funds contributed by individual persons, corporations, groups, charities, or other grantors to any school or the school district shall be applied as indicated in the grant from such contributors, so long as such stipulations are in compliance with state and federal laws and guidelines.

REFERENCE(S):

**CODE OF ALABAMA
16-13-32**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: DFK**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

FINANCIAL ACCOUNTING FOR SCHOOL CLUBS AND ORGANIZATIONS

7.32

The Board endorses and supports rules and regulations by the Alabama State Department of Education and by the Southern Association of Colleges and Schools pertaining to fund-raising activities by school-related clubs and/or organizations.

Permanent, accurate records must be kept of all fees collected by or through the school, and of all funds received and expended by the school or its agencies, such as athletic associations, club and class organizations, band-parent organizations, and others.

IN-SCHOOL CLUBS AND ORGANIZATIONS

All in-school student clubs, organizations, etc. must follow the regulations as stated. In-school organizations maintaining financial accounting through the school may take advantage of the school's tax-exempt status by purchasing school supplies, materials, and equipment through the school.

All drafts for the expenditure of funds from the club and/or organization account shall be authorized by said club and/or organization and the club sponsor, and a check shall be signed by the principal. The principal shall maintain a separate subsidiary account for each club and/or organization.

SCHOOL-RELATED CLUBS AND/OR ORGANIZATIONS

The Board recognizes the value of certain clubs and/or organizations that support the school's purposes and desires to work with such groups as the PTA, PTO, band and athletic boosters, foundations, etc. for continued school improvement.

All school-related clubs and/or organizations financial accounting is required to be maintained at the school level as a component of the local school accounting records. The organization may not maintain separate financial accounts and records.

DONATIONS BY CLUBS AND/OR ORGANIZATIONS TO THE SCHOOL

In the event a club and/or organization wants to purchase goods or services from the school or to make a donation to the school, the organization's treasurer should make a check payable to the school for the donation or for the cost of the item(s) to be purchased. The principal should, in turn, give the treasurer of the organization a receipt for the amount of money received from the organization. The principal shall deposit and send all monies through the school's uniform local accounting system. A separate subsidiary account shall be maintained for each such club and/or organization.

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

CONCESSIONS SALES AT SCHOOL ACTIVITIES

Concession sales at school activities and concession sales operated by school or student groups shall be deposited in the appropriate school account and shall be disbursed in accordance with Board policy, Standards of the Southern Association of Colleges and Schools, and State Department of Education regulations. All such funds shall be subject to audit by the Board. Income from such activities and sales by parent groups shall be handled in accordance with the guidelines outlined in the above section related to clubs and/or organizations.

REFERENCE(S):

**CODE OF ALABAMA
16-13A-1, 16-13A-6**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: DK**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

DEPOSIT AND EXPENDITURE OF FUNDS

7.40

Deposits

All income payable to the Board shall be deposited with qualified depositories, as defined by law, in the manner prescribed by the chief school financial officer. A financial institution used for the deposit and safekeeping of funds shall be approved as a qualified public depository by the Security for Alabama Funds Enhancement (SAFE Program) administered by the Alabama State Treasurer.

Expenditures

The Board grants to the Superintendent or his/her designee the authority to expend funds for budgeted operating expenditures without prior Board approval, subject to applicable laws, policies, and Board-approved budget limitations. All such expenditures shall be included in the monthly expenditure report to the Board.

Local School Expenditures

The principal is accountable for all purchases at the school level. Principals are not authorized to enter contracts on behalf of the local school.

REFERENCE(S):

CODE OF ALABAMA
16-12-7, 16-13A-8, 41-14A-A et. seq.

HISTORY:

ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: DJ

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

AUTHORIZED SIGNATURES

7.41

Checks drawn on the general fund or any special fund, with the exception of local school accounts, require the signature of the Superintendent or his/her alternate as designated by the Board. Checks drawn on local school accounts require the signature of the principal.

All checks used will be pre-numbered. Checks drawn on Board funds may be signed and processed by alternate means, under the direction of the chief school finance officer or Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-13A-8

HISTORY:

ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: NEW

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

BONDED EMPLOYEES AND OFFICERS

7.42

Lanett City Board of Education employees and officers responsible for handling or expending school property or funds shall be bonded at all times as prescribed by law and state Board regulations.

REFERENCE(S):

**CODE OF ALABAMA
16-13A-12**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: DH**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

LOCAL SCHOOL FUNDS

7.43

Principals are accountable for all school funds. All monies collected within the schools shall be prudently handled and safeguarded.

Monies collected for any purpose shall be submitted to the school principal or his/her designee who will provide for its prompt and proper deposit.

REFERENCE(S):

CODE OF ALABAMA
16-11-24

HISTORY:

ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: DK, DL

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

AUDITS

7.44

The yearly business and financial transactions of the Board shall be audited as early as possible after the end of the fiscal year. The certified public accounting firm employed by the Board to audit the Board's finances shall also perform a yearly legal compliance audit in accordance with state law.

If the compliance audit results in adverse findings, the adverse findings shall be noted in the audit report, and shall be reported to the Board and to the State Superintendent of Education. If the adverse findings involve misappropriation or theft, such findings shall also be reported to the district attorney and the state Attorney General.

Such adverse findings shall, upon request, be provided to any member of the public.

The findings of audits conducted pursuant to this section shall be presented to the Lanett City Board of Education in a Board meeting. The State Superintendent of Education shall be sent a copy of the audit to review and shall be notified of the time, place and location of the meeting at which the findings will be presented to the Board.

REFERENCE(S):

**CODE OF ALABAMA
16-13A-7**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

WORTHLESS CHECKS

7.45

The Lanett City Board of Education authorizes the Superintendent to charge a fee for worthless checks and to implement procedures for collection of worthless checks written to the school system, including referring the matter to the district attorney for prosecution.

Proper notification should be made to the parents and students of each school that appropriate action will be taken in prosecuting bad check writers. A notice should be in the school handbook given each school year and proper notice posted in the school office.

When accepting checks, a driver's license number should be referenced on the check whenever possible.

Counter checks, unsigned checks or post-dated checks will not be accepted.

Check with the current bank to verify that all checks are processed twice before the bank forwards them to the school. Upon receipt of a NSF check, log the check in the "Bad Check Log" (sample attached). The first step in collecting a NSF check is for the Principal, or his/her designee, to immediately send "Notice to the Maker" (sample attached which should be produced on school letterhead) by certified or registered mail, addressed the check signer (not the name in the top left corner of the check). This alerts the bad-check writer law. If the certified letter is returned to the school, no waiting period is required for filing with the District Attorney's Office Worthless Check Unit.

DO NOT OPEN THE RETURNED CERTIFIED LETTER. In order to proceed through the DAO the following requirements must be met: 1) check date is less than one (1) year from the current date; 2) check deposited promptly; 3) check is stamped "insufficient funds" or "account closed"; and 4) check is not a donation. Periodically, names of bad check writers should be distributed to all employees receipting cash at each school so that repeat offenders can be stopped.

If a bad check amount plus service charge is not paid within ten (10) days of the confirmation of receipts of the letter, a Worthless Check Information form is completed for each bad check (sample attached). (NOTICE: victim information refers to the school accepting the check. Do not sign the sheet in the area labeled affiant signature, as the Finance Director/Principal will sign this). Also, each check should be logged on a "Checks Received by D.A. WCU" form (sample attached). These forms should be carried to the Finance Director/Principal, along with the original check, the certified mail receipt, the return receipt signature and a copy of the "Notice to the Maker". At this time, the bookkeeper can legitimately reduce the cash balance by the amount of the bad check. The Finance Director/Principal will forward all documents to the appropriate District Attorney's office. **Note: The school may not accept payment on the check after the information has been sent to the Finance Director/Principal without his/her approval.**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

Once an item has been turned over to the District Attorney's offices, it is no longer the responsibility of the individual school. Inform everyone who receipts cash the office of this regulation.

The bad-check writer will be notified by the District Attorney's office and will be given the opportunity to voluntarily pay the total amount owed. The DAO will remit restitution collected to the appropriate school on a monthly basis. Partial payments will not be accepted.

If the bad-check writer fails to respond to this notification, a warrant is issued. If arrested, court fees are also added to each bad check case brought to trial.

Occasionally, checks will be returned as a direct result of a bank error. When this occurs, require the bad-check writer to furnish a written explanation from the bank which clearly documents a bank error. When this documentation is provided, the principal may waive the service charge.

When a student who is a minor writes a bad check, contact the parents or guardian before sending the "Notice to the Maker" form.

If the NSF check is not collected by the end of the fiscal year, nonpublic local funds, such as PTO funds, will be used to cover this expense. Documentation must be on file to reflect transfers to the appropriate funds that received NSF checks that were not recovered.

The amount Lanett City Board of Education will collect as a service charge for returned checks is \$20.00.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 7.00 - FINANCE AND BUSINESS SERVICES

BAD CHECK LOG

School

Name of Check Writer	Amount of Check	Date of Check	Date Received From Bank	Date 10 Day Notice Sent	*Amount Collected	**Date Sent to Finance	Journal Number to Credit Cash
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

* Amount should include a \$20.00 service charge

** Bad check should be sent to the Finance Department only if not collected.

CHAPTER 7.00 - FINANCE AND BUSINESS SERVICES

CHECKS RECEIVED BY D.A. VVCU

MAILED IN _____
DROPPED OFF _____
DATE: _____

VICTIM NAME _____
DATE RECEIVED _____
CHECK GIVEN BY _____

PLEASE PRINT NAME

DEFENDANT NAME	CHECK#	DATE	CHECK AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

TOTAL NUMBER OF CHECKS RECEIVED:

RECEIVED BY D.A.:

CHAPTER 7.00 - FINANCE AND BUSINESS SERVICES

NOTICE TO THE **MAKER**

Date:

Name:

Address:

City _____ State: _____ Zip:

This statutory notice is provided pursuant to Section §13A-9-13.2 of the Code of Alabama. You are hereby notified that a check or instrument numbered _____ apparently issued by you on -----**(date)**, drawn upon (name of bank), and payable to _____ has been dishonored. Pursuant to Alabama Law, you have ten days from receipt of this notice to tender payment of the full amount of such check or instrument **PLUS** a service charge of \$20.00, the total amount due being \$ _____. Unless this amount is paid in full within the specified time above, the holder of such check or instrument may assume that you delivered the instrument with intent to defraud and may turn over the dishonored instrument and all other available information relating to this incident to the proper authorities for **CRIMINAL PROSECUTION**.

Firm:

Address:

Telephone:

By:

CHAPTER 7.00 - FINANCE AND BUSINESS SERVICES

WORTHLESS CHECK INFORMATION

READ CAREFULLY: I certify that the information furnished below is true and correct to the best of my knowledge, information, and belief. I further certify that this case is not brought for the collection of a debt, and I understand that once this case is turned over for prosecution, I am not to receive payment of the amount of the check. I also understand that I have no further connection with the case except to testify in the event the case is brought to trial. Any person who wrongfully and corruptly swears or affirms to an affidavit may be subject to criminal charges for the offense of the jury.

IF YOU DO NOT KNOW THE INFORMATION LEAVE THE SPACE BLANK

CHECK WRITER'S INFORMATION

NAME OF PERSON WHO ISSUED CHECK _____
ADDRESS _____
EMPLOYER _____
HOME PHONE NUMBER _____ WORK PHONE NUMBER _____
RACE _____ SEX _____ HEIGHT _____ EYES _____ HAIR _____
DATE OF BIRTH _____ SOCIAL SECURITY NUMBER _____
DRIVERS LICENSE NUMBER _____ DL STATE _____

VICTIM'S INFORMATION

NAME OF FIRM THAT ACCEPTED CHECK _____
ADDRESS _____
TELEPHONE NUMBER _____
ADDRESS WHERE THE CHECK WAS ACCEPTED _____

CASE INFORMATION

WAS PARTIAL PAYMENT MADE TOWARD THE CHECK?
DID YOU AGREE TO HOLD THE CHECK BEFORE DEPOSIT?
WAS THIS A POSTDATED CHECK? CHECK NUMBER _____
WAS THE CHECK DEPOSITED WITHIN 30 DAYS?
DATE CHECK WAS WRITTEN _____ AMOUNT OF CHECK _____
WHAT WAS THE CHECK USED TO PAY FOR?
WAS A CERTIFIED LETTER MAILED TO THE ADDRESS ON THE CHECK?
BANK CHECK IS DRAWN ON _____
WAS THE CHECK RETURNED NSF, ACCOUNT CLOSED, OR OTHER?
NAME OF PERSON WHO MAILED THE CERTIFIED LETTER _____
NAME OF THE PERSON WHO ACCEPTED THE CHECK _____

MAGISTRATE
DATE _____

AFFIANT SIGNATURE _____

PRINT NAME PLEASE _____

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

SURPLUS EQUIPMENT AND SUPPLIES

7.50

Surplus equipment and supplies may be disposed of in accordance with state law and regulations.

The sale of surplus equipment and supplies may be conducted on a competitive basis or donated to appropriate nonprofit groups for a public purpose at the discretion of the Board.

Any remaining surplus property may be declared unusable and disposed of in a reasonable manner.

REFERENCE(S):

**CODE OF ALABAMA
16-11-12**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: DFM**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

BIDDING REQUIREMENTS

7.60

The Lanett City Board of Education shall follow open and competitive bidding procedures, whenever it is required by law for making purchases. The Board's employees and/or agents responsible for bids shall follow the procedures and rules established by applicable state and federal law and governing agencies (including, but not limited to the Alabama Building Commission and Alabama Department of Education).

Preference may be given to a local vendor having a place of business in Chambers County or the City of Lanett for the purchase of personal property, when the bid submitted by such a resident bidder is not more than three (3) percent greater than the bid of the lowest responsible bidder.

REFERENCE(S):

**CODE OF ALABAMA
39-2-2, 41-16-50 to -63, 41-16-2, 32-2-1 et. seq.
Legislative Act 2008-379**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: DJED, DJEE**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

JOINT PURCHASES

7.61

The Lanett City Board of Education shall allow joint purchases and joint purchase agreements with other school systems, government agencies, and other entities as provided for by law when some purchasing or agreements is advantageous to the Board.

REFERENCE(S):

**CODE OF ALABAMA
41-16-50, Legislative Act 2006-621**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

LOCAL PURCHASING

7.62

The Lanett City Board of Education will purchase locally provided products of equal quality, which are readily available from local suppliers at prices equal to other non-local vendors. Pursuant to state law, the Board, when purchasing personal property or contractual services, shall give preference to commodities produced in Alabama or sold by Alabama persons, firms, or corporations.

The Board shall not be limited to making purchases within the local community or the State of Alabama when such local purchases do not meet the quality or competitive price of goods or services available from vendors outside the local community or State of Alabama.

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
41-16-57**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: DJEE**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

PAYROLLS AND SALARY DEDUCTIONS

7.70

PAYROLLS

The Lanett City Board of Education delegates payroll preparation for the payment of employee salaries to the Superintendent or his/her designee. The payroll shall be in accordance with rules approved by the Board, as well as those established by state and federal law, State Board of Education, or the State Superintendent of Education.

PAY SCHEDULE

The Board authorizes payment of all employee salaries on the last working day of the month.

SALARY DEDUCTIONS

All voluntary deductions from salary must be approved in writing by the employee. The Board authorizes the Superintendent to establish procedures for any voluntary deductions in accordance with state and federal law.

Salary deductions will be made for absences not covered by paid leave.

Prior to vacating school Board employment, whether voluntary or involuntarily, employees are required to complete all records and reports required by law, the school Board or the State Superintendent of Education, including but not limited to Individualized Education Plans (IEP), final grades, and attendance rosters. The Board may retain the employee's last pay check until the employee completes all such required records and reports.

Upon vacating school Board employment, whether voluntary or involuntary, employees are still responsible for payment of deductions which they have authorized, and payment may be deducted from the final pay due.

REFERENCE(S):

CODE OF ALABAMA
16-12-17, 16-22-6, 16-22-17

HISTORY:

ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: GAL

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

TRAVEL EXPENSE REIMBURSEMENT

7.71

Employees: Student Sponsors

Local school funds may be used to reimburse actual documented expenses of certified employees who serve as sponsors on Board approved student excursions. Meals are to be reasonable for the location and individuals. Alcoholic beverages are not allowed at any time when on any trip with students.

Employees: Board Business

Travel related expenses incurred in the performance of duties or assignments are reimbursable, provided said employee has obtained prior approval from the Superintendent or his/her designee. Personal vehicle usage will be reimbursed at the regular rate designated by the IRS. Other authorized expenses will be reimbursed at actual cost. Documentation of expenses is required. Board personnel will travel by economy class unless it is not available. Meals are to be reasonable for the location and individuals will not be reimbursed for alcoholic beverages. The reimbursement for travel costs of employees paid from federal funds is consistent with the travel cost for employees paid from state or local funds.

Board Members: In State

Board members will be reimbursed for actual expenses while on official business travel provided that necessary documentation is submitted and costs are reasonable in light of the event and location. Personal vehicle usage will be reimbursed at the regular rate designated by the IRS. Meals are to be reasonable for the location and individuals will not be reimbursed for alcoholic beverages.

Board Members: Out of State

All out of state travel for Board members must be approved by the Board. Board members will travel by economy class unless it is unavailable. Meals are to be reasonable for the location and individuals will not be reimbursed for alcoholic beverages.

REFERENCE(S):

**CODE OF ALABAMA
16-11-12, 16-12-3(a)**

HISTORY:

**ADOPTED: 09/14/2009
REVISED: _____
FORMERLY: DJC**

LANETT CITY BOARD OF EDUCATION
Policy Manual
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CHAPTER 8.00 – AUXILIARY SERVICES

SAFETY

8.10

The Superintendent shall develop a safety program for Lanett City Board of Education approval which meets the standards set forth by the Alabama State Department of Education. The program shall ensure that:

- I. Employees shall cooperate with the law enforcement officials in providing safe conditions for students.
- II. All Lanett City School System employees strive to protect the physical welfare of each student.
- III. Employees remove hazards or report their existence to an immediate supervisor.
- IV. School alarm systems are monitored. Any malfunction shall be reported for immediate repair.

REFERENCE(S):

CODE OF ALABAMA
16-11-12, 16-12-3
ACC 290-3-1-.02(1)

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW

CHAPTER 8.00 – AUXILIARY SERVICES

INSPECTIONS

8.14

As part of a comprehensive safety and loss control program, the Lanett City Board of Education requires that all Lanett City School System-owned property be inspected regularly for potential safety hazards. These inspections should be conducted by the person responsible for managing the site. Hazardous conditions identified within the inspection report should be reported to the maintenance department or other appropriate staff for correction. A written report of all safety inspections shall be submitted to the Superintendent and placed on file.

REFERENCE(S):

CODE OF ALABAMA
16-11-12, 16-12-3
ACC §290-1-4-.01, §290-3-1-.02(a)

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: EBBF

CHAPTER 8.00 – AUXILIARY SERVICES

EMERGENCY DRILLS

8.15

- I. Fire Drills – The Lanett City Board of Education requires that at least one (1) fire drill be held in each school during each month school is in session. A fire drill shall require complete evacuation of the building.
- II. Weather Drills – A minimum of four (4) tornado drills shall be held each year. Each Lanett City school shall keep a record on file of all emergency drills and shall forward a copy of the report to the Superintendent.
- III. Procedures shall be developed as part of the Lanett City School System's Safety Plan to deal with disasters, school evacuations, hazardous conditions, and emergencies. Drills on such procedures, including lock down drills, will be conducted periodically.

REFERENCE(S):

CODE OF ALABAMA
36-19-10

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: EBBC

CHAPTER 8.00 – AUXILIARY SERVICES

SANITATION

8.20

Each Lanett City School System school principal or work site supervisor or designee shall be responsible for maintaining satisfactory standards of sanitation and housekeeping.

REFERENCE(S):

**CODE OF ALABAMA
16-22-3**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: EBF**

CHAPTER 8.00 – AUXILIARY SERVICES

VEHICLE INSPECTIONS

8.30

- I. All Lanett City Board of Education buses used for the transportation of children shall be inspected both monthly and annually in accordance with standards established by the State Department of Education.
- II. Any vehicle found to be deficient shall be removed from service and shall not be used to transport students until the appropriate repairs have been made and further inspection reveals that the deficiency has been removed.

REFERENCE(S):

CODE OF ALABAMA
16-27-1, 16-27-3, 16-27-5, 16-27-6,
16-27-8, 32-6-49.1 to 32-6-49.20

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: EDE

CHAPTER 8.00 – AUXILIARY SERVICES

SPECIAL USE OF SCHOOL BUSES

8.31

- I. Buses may be used for field, educational, and extra-curricular trips.
- II. Any school which uses a bus for a trip shall reimburse the Lanett City Board of Education at the mileage rate established by the Board from the location of the bus to the destination and return.
- III. The Lanett City Board of Education shall be responsible for paying the driver for the extra-curricular trip. The school shall be responsible for reimbursing the Board for salaries as determined by the Board.
- IV. A school bus may not be used for an extra-curricular trip where the round trip exceeds four hundred and twenty-five (425) miles, the trip requires an overnight stay, or the trip takes the group out of state without special approval of the Lanett City Board of Education.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-27-2

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: EDDA

CHAPTER 8.00 – AUXILIARY SERVICES

CHILD NUTRITION PROGRAM

8.40

- I. The Lanett City Board of Education shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.
- II. It is an objective of the Lanett City School System that all students have the opportunity to participate in the school lunch program. The Child Nutrition Program Director shall determine, in accordance with federal regulations, those students eligible for free or reduced price lunches.
- III. The Lanett City Board of Education Child Nutrition Program (CNP) lunchrooms shall incorporate food safety practices as outlined under Hazard and Critical Control Point (HACCP) guidelines, Standard Operating Procedures (SOPs) shall be developed for handling, storage, preparation, and serving of all foods.
- IV. The Superintendent is instructed to develop all policies and procedures in compliance with state regulations.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: EE, EEA,
EEB, EEC

CHAPTER 8.00 – AUXILIARY SERVICES

UNCOLLECTED CHARGED MEALS AND BAD CHECKS

8.42

- I. The Lanett City Board of Education does not permit students or adults to charge meals from the Child Nutrition Program (CNP). Uncollected charged meals are in actuality bad debts are not an allowable expenditure for the Child Nutrition Program (CNP). It is suggested that each school, through the PTA or some other local charitable organization, provide donations should a child not have meal money. It is further suggested that should this situation occur more than once, that the parent be contacted and informed that in the future the parent will be called to bring meal money to school.
- II. All adult meals will be paid for unless the meals are part of a special incentive program or the meals are for school food service employees. Parents or other visitors may eat in the cafeterias upon invitation from the school administrators.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW

CHAPTER 8.00 – AUXILIARY SERVICES

FACILITIES

8.50

- I. It shall be the responsibility of the Lanett City Board of Education and Superintendent to develop and/or implement plans that will meet the present and future educational requirements of the community consistent with state laws. To discharge this responsibility effectively, the Board shall develop a long-range capital plan to meet the school facility-related requirements of the system.
- II. The Board will involve administrators, teachers, students, parents, local citizen groups, specially designated committees, and technical personnel, *e.g.*, architects, planners and approved outside consultants in the design, development and/or revision of the long-range capital program.
- III. Subject to Board approval, the Superintendent is authorized to secure the services of experts, including planning and architectural consultant(s), in the area of school plant planning, to work with staff in developing project specifications.
- IV. New construction or renovation at school facilities shall have the approval of the State Superintendent of Education.

REFERENCE(S):

CODE OF ALABAMA
16-3-17, 16-4-21, 16-12-6,
16-12-7, 16-13-90, 16-9-22

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: FD, FE

CHAPTER 8.00 – AUXILIARY SERVICES

SUPERVISION OF CONSTRUCTION

8.51

- I. The Superintendent or designee shall provide to the Lanett City Board of Education a review of the architect's activities in his/her supervision of any building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the school system. The Superintendent or designee shall make periodic reports certifying that the work of the construction contractor and the architect are being performed in accordance with plans, specifications and contracts.
- II. Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance will be made to the Lanett City Board of Education by the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-11-12, 16-11-9, 16-3-12, 16-3-14, 16-4-10, 16-13-90

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: FGA

CHAPTER 8.00 – AUXILIARY SERVICES

IMPROVEMENT TO SCHOOL PLANTS AND GROUNDS

8.53

Any individual or group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal and Superintendent for Lanett City Board of Education approval. Any such improvement or addition shall become the property of the Board. Permanent structures shall have utilitarian value in the operation of the school or may be erected in memory of an individual who has been associated with the school either as a student or Lanett City School System employee or in honor of an organization which has made some outstanding contribution to the school or system. All improvements or additions must meet current building codes, including the Americans with Disabilities Act and State Department of Education Bulletin 1983-26 as amended.

REFERENCE(S):

CODE OF ALABAMA
16-11-12

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW

CHAPTER 8.00 – AUXILIARY SERVICES

SERVICE ANIMALS

8.54

General Statement of Policy

The Lanett City School System will comply with all state and federal laws, regulations, and rules regarding the use of service animals by persons with disabilities under appropriate circumstances.

Every person with a disability, including a person who is totally or partially blind, hearing impaired, or diagnosed on the autism spectrum shall have the right to be accompanied by a service animal in any public place, including a public or private school, and any of the places listed in Section 21-7-3. The person may not be required to pay an extra charge for the service animal.

Definition of “Service Animal”

As defined by Alabama Law and federal regulations implemented under the Americans with Disabilities Act, the term “service animal” means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. (Note: The ADA regulations also include “miniature horses” in appropriate circumstances).

Work or Tasks Performed

The work or tasks performed by the service animal must be directly related to the handler’s disability.

Training

A person training a service animal shall be entitled to the same privileges granted to a person with a disability as noted above. In the case of a disabled child, any aide assigned to assist the child shall be trained with the service animal in basic commands in order to assist the child as a team.

Liability

Under Alabama Law, a person accompanied by a service animal is not relieved from liability for any damages done to the premises or facilities by the service animal.

HISTORY:

ADOPTED: 02/11/2013

CHAPTER 8.00 – AUXILIARY SERVICES

TECHNOLOGY AND TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

8.60

- I. The Lanett City School System shall develop a comprehensive technology and telecommunications plan for administrative and instructional purposes. The plan shall advance and promote public education consistent with technology advances and availability of resources. To the extent feasible, it shall promote access, collaboration, and information sharing between and among schools, system offices, and the global community and include provisions for protecting students from access to inappropriate and prohibited information and materials.
- II. The Superintendent or designee shall be responsible for establishing and authorizing use of technology, telecommunications services and networks consistent with telecommunication plan which shall be presented to the Lanett City Board of Education for approval. Such plan shall be updated periodically and submitted for Board review and approval.
- III. Such guidelines shall be broadly distributed and/or posted in appropriate locations. Such guidelines shall address computer room access; sale of computer services; acceptable use; proper etiquette; security, vandalism; harassment; and supervision of student use by staff. Any user violating such guidelines shall be subject to denial of school-based access and such other legal or disciplinary actions as are appropriate to the violation.
- IV. Lanett City School System computers, network access, and other information resources such as electronic mail (e-mail) are provided for staff use to support the system's mission and goals. Access by staff and students to inappropriate and prohibited information and materials shall be limited by the use of appropriate software. All such resources are Lanett City Board of Education property and subject to the same rules for use as other physical property. In addition, the following rules shall apply:
 - A. Use of information resources should be limited to legitimate educational purposes. Programs for personal use should be avoided. Use for illegal or commercial purposes is not authorized.
 - B. E-mail, World-Wide-Web pages, and other forms of electronic documentation:
 1. Will not be obscene, abusive, or contain other inappropriate material.
 2. Will require the same handling as other public records.

CHAPTER 8.00 – AUXILIARY SERVICES

- C. User accounts and passwords must not be shared except where authorized. The person in whose name an account is issued is responsible for its proper use at all times.
- D. Copyright and license agreements will be respected; no unauthorized copies of programs or files will be made.
- E. Users shall not take unauthorized actions which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, or destroy the data or service of the computer or network systems.
- F. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including chain letters and jokes, is not authorized.
- G. Users must avoid spreading computer viruses. Users may not download files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
- V. The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no expectation of privacy when using Lanett City Board of Education provided equipment and network resources.
- VI. Users must acknowledge their understanding of all policies and guidelines on a yearly basis by reading and signing the applicable Lanett City School System Acceptable Use Policy. The Lanett City School System will annually update the Acceptable Use Policy for Students and the Acceptable Use Policy for Employees.

REFERENCE(S):

**CODE OF ALABAMA
16-11-12, 16-12-3, 16-13-231
ACC §290-1-4-.01(4)**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: IFBGE**

CHAPTER 8.00 – AUXILIARY SERVICES

TELEPHONE SERVICE

8.61

- I. To promote efficiency and economy, the Superintendent or designee shall develop a uniform system for implementing the effective telephone service systems, including use of telephone lines to support technology. Lanett City School System personnel shall be informed of this system.
- II. The Lanett City School System shall encourage use of toll free networks or equivalent services.
- III. Telephone service and long distance billings shall be subject to periodic review and audit. No person shall charge unreimbursed long distance personal calls to the Lanett City Board of Education.

REFERENCE(S):

CODE OF ALABAMA
16-11-12, 16-12-3

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW

CHAPTER 8.00 – AUXILIARY SERVICES

WELLNESS

8.62

The Lanett City Board of Education believes a good education prepares students for all facets of life, including healthy living. In accord with the State Board of Education's Implementation Guidelines for Exercise and Nutrition, the Board supports activities to encourage student wellness, including:

1. Integrating nutrition information across the curriculum, aside from the health curriculum, when appropriate;
2. Providing students opportunities for physical activity such as physical education courses and intramural athletics;
3. Adopting regulations regarding reimbursable meals consistent with federal guidelines;
4. Ensuring that all foods and beverages made available on campus (including vending, concessions, a la carte, student stores, parties, and fund-raising) during the school day are consistent with accreditation standards. Child Nutrition Program regulations, food safety and security guidelines, and State Department of Education recommendations;
5. Encouraging students to participate in the school meal program for which they are eligible; and
6. Supporting professional development for staff and informational programs for students on nutrition and physical education.

The Superintendent will designate an administrator to oversee the Board's efforts to promote student wellness and collaborate with parents, students, administrators and food authority representatives when developing student wellness policies and programs.

REFERENCE(S):

**CODE OF ALABAMA
16-11-12**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 8.00 – AUXILIARY SERVICES

CELL PHONE USE

8.63

The Lanett City School System prohibits the student use of all electronic communication devices, including cellular phones and pages/beepers, at all schools during the school day. This is to include using cellular phones to make voice calls, to take photos and/or to send/receive text messages. Students shall be allowed to possess such electronic devices; however, such devices must be turned off (meaning all functions inoperative) when a student arrives on campus and must remain turned off until the end of the school day. Devices are not to be visible during the school day. Exceptions may be granted by the school principal or designee.

Students involved in before or after school academic programs shall observe school hour rules during these programs.

Student use of cellular phones/electronic communication devices for field trips, sporting events, extra-curricular activities, etc. during school hours or before or after school hours will be at the discretion of the principal and sponsor/coach.

Any student found in violation of this policy may be subject to suspension or other disciplinary action by the school administration and/or the Lanett City Board of Education. Consequences shall be stated in student handbooks provided to students at each school.

The school/school system will not be responsible for the loss, damage, or theft of any electronic device brought to school or a school event.

REFERENCE(S):

**CODE OF ALABAMA
16-1-27; LEGISLATIVE ACT 2006-530**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 8.00 – AUXILIARY SERVICES

DATA GOVERNANCE AND USE

8.64

The Superintendent is authorized to establish procedures governing the storage, use and sharing of data maintained electronically by the school system. This policy has been adopted by the Data Governance Committee. Such procedures shall comply with applicable state and federal law and shall include provisions for data security (including physical security measures), access controls, quality control, and data exchange and reporting (including external data requests, and third party data use). Nothing in the policy or in any procedures authorized hereunder creates or expands any entitlement to confidentiality of records beyond that which is established by law or specific Board policy.

Any unauthorized access, use, transfer, or distribution of Board data by any employee, student or any other individual may result in disciplinary action (up to and including termination for employees) and other legal action.

HISTORY:

ADOPTED: 10/09/2014

REVISED: _____

FORMERLY: NEW

CHAPTER 8.00 – AUXILIARY SERVICES

INFORMATION MANAGEMENT SYSTEM

8.70

The Lanett City School System shall develop and maintain an integrated information system for educational data management. The Superintendent or designee shall ensure compatibility exists with the state information systems. Procedures and guidelines shall be developed to ensure that adequate management information support needs are met.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3, 16-13-231,
AAC §290-4-1-.01 (2-5)**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 8.00 – AUXILIARY SERVICES

RECORDS RETENTION AND DISPOSAL

8.80

- I. The Lanett City Board of Education shall establish and maintain a system for the retention and destruction of school records consistent with legal requirements to minimize record storage requirements and permit the Superintendent to administer the affairs of the Lanett City School System more efficiently.
- II. After complying with the provisions of laws and rules, the Superintendent is authorized at his/her discretion to destroy general correspondence and other records, papers, and documents, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained according to Child Nutrition Program guidelines, and records of milk, bread and juice are to be maintained permanently.

III. Document Preservation Plan and Litigation Hold for Electronic Records

The Board shall adopt a document preservation plan to ensure that when a lawsuit is filed or reasonably anticipated, it takes special precautions to prevent the loss of potentially-relevant electronic data. Electronic data includes all forms of electronic communications and records such as email, word processing, calendars, voice messages, videos, photographs and other digital information.

When a lawsuit is filed or reasonably anticipated, a litigation hold shall be issued to appropriate individuals, which shall define and identify records to be preserved and direct that the records be preserved and how to do so. A person receiving a litigation hold has a duty to preserve all records, whether existing or later created, in the person's possession or scope of responsibility that are identified in the litigation hold, effective immediately. A litigation hold suspends any board or divisional policies or procedures that might call for the destruction of electronic records under the recipient's control and protects and preserves all electronic records in their original electronic form. The board's duty to preserve records shall continue until the litigation, or the threat of litigation that prompted the litigation hold has ended.

After a lawsuit is filed and when the board receives a request from an opposing party for production of electronic records, the board's counsel and the board will determine the best approach to take in order to efficiently produce a complete and accurate response.

CHAPTER 8.00 – AUXILIARY SERVICES

REFERENCE(S):

**CODE OF ALABAMA
16-11-12, 16-13A-6, 36-12-2, 36-12-40, 41-13-1
ALABAMA STATE RECORDS RETENTION SCHEDULE #917**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 8.00 – AUXILIARY SERVICES

NARCAN GUIDELINES

8.81

The Lanett City Board of Education shall allow training of personnel in the use of Narcan per state guidelines. The Superintendent shall direct health personnel to establish administrative guidelines and procedures using Alabama State Department of Education Health Services as a model.

HISTORY: NEW

**FIRST READING: 03/11/2019
ADOPTED: 04/08/2009**

CHAPTER 8.00 – AUXILIARY SERVICES

Naloxone (Narcan) Administration Guidelines

Per Alabama State Department of Education recommendations, it is the intention of Lanett City Schools to provide assistance to any person(s) who may be suffering from an opioid overdose while on school premises. This assistance will be provided by trained personnel and in accordance with the following protocols and procedures of the school district. Naloxone is a rapid reversal agent and can reverse the effect of the opioid overdose. Staff members trained in accordance with the Alabama State Department of Education Health Services program shall make every reasonable effort, to include the use of Naloxone with rescue breaths, to revive the victim of any apparent drug overdose.

It is the responsibility of the Lead School Nurse/Nurse Administrator to obtain, store, and implement Naloxone (Narcan) for the School District in compliance with **HB379** and **The Protocol for Naloxone Standing Order** from the Alabama State Department Health Officer (see attached). The Registered Nurse (School Nurse) is the one to complete the faculty training per the Alabama State Department of Education, Alabama Health Services, and **Alabama Naloxone Training**.

Naloxone, along with gloves, black sharpie, and CPR mask, will be stored in the yellow EpiPen cabinet alongside the AED. Naloxone will be kept out of direct sunlight and at room temperature. The School Nurse will be responsible to inspect to make sure that the Naloxone is not expired and that the solution remains clear via the viewing window. The School Nurse will notify her Lead Nurse/Nurse Administrator when the Naloxone is soon to expire. The Lead Nurse/Nurse Administrator will be responsible to order another or, in the case where it was administered, to order a replacement.

Faculty members who have successfully completed the Alabama Naloxone Training may administer the Naloxone Injectable when an emergency arises. Whenever Naloxone is administered, a 911 call is required as there may be a need for more than one (1) dose to reverse the effects of the opioid overdose.

The School Nurse will keep a current list of faculty who have completed the Naloxone Training. Annual training and recertification will be done by the School Nurse using the Skills Checklist.

Superintendent Signature

Date

Lead Nurse/Nurse Administrator Signature

Date

LANETT CITY BOARD OF EDUCATION
Policy Manual

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CHAPTER 9.00 – COMMUNITY RELATIONS

PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS	9.10
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- I. Each Lanett City School System principal is encouraged to cooperate with parent and school support groups. The school principal shall be responsible for forming and assisting organizations which are desired and necessary for the school program; such organizations shall be kept active by the school principal for the duration of their need and encouraged to maintain accurate financial and activity records.
- II. Parent-Teacher Groups – The Lanett City Board of Education considers parent-teacher groups as auxiliaries to the public schools and not as “outside” groups subject to lease/rental agreements. Whenever a local parent-teacher group is formed, it shall be permitted to hold its regular meetings in the school building with the principal’s permission. It shall be the duty of the principal and the teachers of the school to further the work of the group in every way practicable.
- III. Booster Clubs – It shall be the policy of the Lanett City Board of Education to work with and encourage the support of band, academic, and athletic booster clubs.
 - A. All booster club activities shall be authorized by and coordinated with the school principal.
 - B. If booster club funds are a part of the local school’s finances, then all funds shall be accounted for by the school principal; all purchases shall be approved by the school principal.
 - C. Booster clubs shall not directly or indirectly supplement the pay of band directors, coaches, advisors, or any other school employees.
 - D. All decisions concerning personnel employed by the Lanett City Board of Education shall be strictly reserved as a Lanett City Board of Education matter and shall not be the prerogative of booster clubs. Any person paid solely by a citizen group must be approved by the Lanett City Board of Education prior to being permitted to work with students in the local schools.
- IV. The Lanett City School System administration shall appoint a federal program advisory council, a career-technical council, and other appropriate parent advisory committees/councils as needed.

CHAPTER 9.00 – COMMUNITY RELATIONS

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3, 36-25-1 et seq.**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: LB, LC, LE, KC, KD**

CHAPTER 9.00 – COMMUNITY RELATIONS

FAMILY AND SCHOOL PARTNERSHIPS FOR STUDENT ACHIEVEMENT

9.15

- I. The Lanett City School System and each school principal are encouraged to strengthen family involvement and family empowerment in the school. The Lanett City School System will coordinate and integrate parental involvement strategies with school improvement, Title I, Title II, Title III, Title IV, Title VI, community involvement programs, business partnerships, and other community involvement activities. Parents will be afforded substantial and meaningful opportunities to participate in the education of their children.
- II. The Lanett City School System will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective and comprehensive parent involvement programs which include the following:
 - A. Communication between home and school is regular, two-way and meaningful.
 - B. Communication between home and school includes conferences, telephone conversations, parent involvement meetings, written resource materials, community and system-wide surveys and needs assessments.
 - C. Responsible parenting is promoted and supported.
 - D. Family literacy and parenting skills are emphasized.
 - E. Parents play an integral role in assisting student learning.
 - F. Parents help their children meet challenging state and local content and achievement standards.
 - G. Parents are welcome in school and their support and assistance are sought.
 - H. Opportunities to volunteer are frequently communicated.
 - I. Parent participation on advisory committees strengthens program review, planning, and improvement.
 - J. Parents are full partners in the decisions that affect children and families.
 - K. Community resources are utilized to strengthen school programs, family practices and student learning.

CHAPTER 9.00 – COMMUNITY RELATIONS

- III. The Lanett City School System will communicate parental choices and responsibilities to parents.
- IV. The Lanett City School System will provide professional development opportunities for staff members to enhance understanding of effective parent involvement strategies through the professional development plan.
- V. The Lanett City School System will conduct, with the involvement of parents, periodic evaluation of the content and effectiveness of this policy to determine the effectiveness of increasing parent participation and to identify barriers to greater parent participation.

REFERENCE(S):

**CODE OF ALABAMA
16-11-12, 16-12-3
No Child Left Behind Act of 2001**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: NEW**

CHAPTER 9.00 – COMMUNITY RELATIONS

PUBLIC INFORMATION / RELATIONS

9.20

Because the schools belong to the people who created them by consent and who support them by taxation, it is the declared intent of the Lanett City Board of Education:

- I. To keep the citizens adequately informed through appropriate channels of communication on policies, programs, needs, and the planning of the school system and to carry out this policy through its own efforts and the office of the Superintendent.
- II. To seek advice and opinion of the people of the community.
- III. To require Lanett City School System staff members to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens and which would promote the welfare of the school system, provided that any news release by a particular school be approved by the principal or designee and that any release relating to the Lanett City School System as a whole shall be approved by the Superintendent or designee.

Media requests for interviews with minor students will be denied unless parental permission is given.

REFERENCE(S):

**CODE OF ALABAMA
16-3-11, 16-11-9, 16-18-18**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: KB**

CHAPTER 9.00 – COMMUNITY RELATIONS

USE OF FACILITIES

9.30

- I. General Policy
 - A. The Lanett City Board of Education believes the functions of school buildings and grounds should be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social and recreational needs of communities.
 - B. Use of school buildings by the community shall be considered a secondary function and shall be scheduled at times which do not interfere with regular school activities.
- II. Use Agreement – The Lanett City Board of Education shall direct the Superintendent to develop administrative rules and regulations governing the use of school facilities. The use of school facilities by individuals or groups shall be governed by a signed use agreement between the individual or group and the Board. The use agreement shall contain, but is not limited to, the following:
 - A. A “hold harmless” statement having the effect of holding the Board free from any liability arising from the negligence of the party using the facilities.
 - B. A statement requiring with limited expectation, any person or group leasing the school facilities to purchase liability insurance indemnifying the Board and its members as additional insured. A certificate verifying the purchase of such insurance should be presented to the Superintendent at least twenty-four (24) hours prior to use of the facilities.
 - C. A statement that the individual or group lessee shall assume all responsibility for damage and/or maintenance expenses invested in the building, directly or indirectly resulting from lessee’s use.
- III. Any Lanett City Board of Education owned or controlled facility will not be used in any manner not covered under liability insurance purchased by the Board. Under no circumstances shall any facility owned or controlled by the Lanett City Board of Education be used for funerals or burial ceremony.
- IV. Limited Open Forum – Equal Access
 - A. Non-curriculum related student organizations shall have the same opportunity to use school facilities as any other student organization, regardless of religious, political, philosophical, or other content of the speech at such meetings, subject to the right and obligation of the Board

CHAPTER 9.00 – COMMUNITY RELATIONS

to maintain order and discipline on school premises and to protect the well-being of students and faculty.

- B. The principal of the school may approve use of the school facility by a non-curriculum related student organization provided that:
 - 1. The meeting occurs during non-instructional time and is attended by a school employee/designee who shall provide general supervision.
 - 2. The meeting is voluntary and student-initiated. Only students enrolled in the school may request the meeting.
 - 3. The meeting is not sponsored by the school, the Board, or employees thereof.
 - 4. The presence of Lanett City School System authorities or Board employees at any religious meeting is non-participatory in nature. The presence of school employees is for observation only.
 - 5. The meeting does not interfere with regular instructional activities of the school.
 - 6. The meeting shall not be directed, conducted, controlled or regularly attended by non-school persons.
 - 7. The non-curriculum related student group shall not use the school name, school mascot name, or any name that might imply school sponsorship.
- C. No school employee shall be compelled to attend a meeting of any student organization if the content of the speech at such meeting is contrary to the beliefs of the employee.
- D. Any student organization seeking to meet on school property during non-instructional time shall submit a written application to the school principal. Application shall include the following information:
 - 1. The name of the organization.
 - 2. A general statement on the purpose of the organization.
 - 3. A description of the qualifications for membership, if any.

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- 4. A statement that the students understand and agree to comply with this equal access policy.
- 5. A proposed schedule of meetings and activities.
- E. The principal shall deny approval to any organization whose purposes, qualifications for membership, or proposed activities are unlawful.
- F. Failure to comply with this policy shall be grounds for revocation of the right to continue to conduct meetings under this policy.

REFERENCE(S):

**CODE OF ALABAMA
16-10-11, 16-11-9, 16-11-11, 16-11-12, 16-12-3(a)**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: KG**

CHAPTER 9.00 – COMMUNITY RELATIONS

ADVERTISING IN SCHOOLS

9.40

Lanett City School System facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency or individual organizations; nor shall Lanett City Board of Education employees or students be employed in such a manner. Advertising on school buses shall be prohibited. The following are exceptions:

- I. School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency, providing that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.
- II. A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.
- III. The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.
- IV. Demonstrations of educational materials and equipment shall be permitted with the principal's approval.
- V. Schools may utilize athletic facilities for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.

REFERENCE(S):

CODE OF ALABAMA
16-11-12

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: KI, KIA, KIB, KJ

CHAPTER 9.00 – COMMUNITY RELATIONS

DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS

9.50

- I. Literature or materials which originate from out-of-school sources shall be approved by the Superintendent or designee prior to distribution to Lanett City School System students.
- II. The principal shall prohibit all forms of canvassing or soliciting of teachers or students on Lanett City School System premises during school hours except as otherwise approved by the Superintendent. No literature or materials from out-of-school sources shall be distributed to homes by students without the approval of the Superintendent or designee. Student or school surveys by outside groups or organizations require the approval of the Superintendent or designee.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: KI**

CHAPTER 9.00 – COMMUNITY RELATIONS

VISITORS

9.60

Any person entering the premises of a Lanett City School System school shall report to the principal or designee and make known the purpose of the visit.

- I. This policy does not apply to routine deliveries or scheduled maintenance visits.
- II. The Superintendent or designee shall develop a plan for visible identification of visitors or other persons who are not students or employees of the school.
- III. A student not enrolled in the school or a student not accompanied by a parent/guardian is prohibited from visiting a school unless otherwise approved by the principal.
- IV. Parents/guardians are invited to visit the schools. To avoid interrupting the daily program, the parent should request a conference for after school hours or during a teacher's planning period. Parents/guardians are encouraged to plan such conferences with teachers and shall sign in at the principal's office and be issued a visitor's badge at the time they arrive on the campus.
- V. Any person who enters or remains upon Lanett City School System property without legitimate purpose may be found to be trespassing, subject to arrest and penalties as defined by statutes.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: KM

CHAPTER 9.00 – COMMUNITY RELATIONS

RELATIONS WITH GOVERNMENTAL AUTHORITIES

9.70

- I. The Lanett City Board of Education will cooperate with local, state, and federal organizations and agencies when it is in the best interest of the system.
- II. The Superintendent may initiate or accept proposals and requests for cooperative endeavors; final action shall be subject to Board review and approval.
- III. Community relations of a continuing nature may be temporarily approved by the Superintendent if they involve no cost to the system and will neither disrupt the school system nor involve substantial use of facilities or personnel.
- IV. Formal agreements shall require Board approval. The Lanett City Board of Education shall also review and approve major cooperative agreements or arrangements between other school systems, colleges, universities, correctional schools, or other educational organizations.
- V. Guidelines related to joint activities and requests for cooperation shall address costs which may be incurred, the extent of school personnel involvement, and prior agreements or arrangements with same or similar organizations.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: LD

CHAPTER 9.00 – COMMUNITY RELATIONS

PUBLIC GIFTS TO SCHOOLS

9.80

The Lanett City Board of Education may receive gifts which may serve to enhance and extend the work of the schools.

- I. Equipment contributed to the schools becomes the property of the Lanett City Board of Education and is subject to the same controls and regulations that govern the use of other Board property.
- II. Contributions of equipment or services that may involve major costs for installation or maintenance, or continuing financial commitments from school funds shall be presented by the Superintendent to the Lanett City Board of Education for consideration and approval.
- III. Individuals or organizations desiring to contribute supplies or equipment shall consult with school officials regarding the acceptability of such contributions in advance of the contribution.
- IV. All employees in a position to receive gifts in the name of a school or the system shall apply a test of “reasonableness” to the gift. Reasonableness may be defined as anything that might not be construed to influence the decision makers in the purchase of school-related goods and services.

REFERENCE(S):

CODE OF ALABAMA
16-3-29, 16-3-30, 16-3-31, 16-11-9, 16-11-11, 16-12-3

HISTORY:

ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: KH

CHAPTER 9.00 – COMMUNITY RELATIONS

PUBLIC COMMENTS

9.90

Constructive comments regarding the schools are welcomed by the Lanett City Board of Education when motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has, however, confidence in its professional staff and desires to support their actions so that they may be free from unnecessary, spiteful, or negative criticism or complaint. Therefore, when a complaint is made to the Board or an individual, it will be referred to the school administration for possible resolution.

The Lanett City Board of Education advises the public that the proper channeling of complaints involving instruction, discipline, learning materials or other school matters is as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

The Lanett City Board of Education will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level. Complaints which involve the “good name” or “character” of an individual shall be heard in executive session as allowed by the Alabama Open Meeting Act.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3
ALABAMA OPEN MEETINGS ACT**

HISTORY:

**ADOPTED: 10/08/2009
REVISED: _____
FORMERLY: KN**

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