

JCBOE

Jackson County Board of
Education

Board Policy

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POLICY REFERENCE GUIDE
Jackson County Board of Education

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1.00 Governing Principles

It is the official policy of the Jackson County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity, or employment.

1.01 Mission Statement

It is the mission of the Jackson County School District to help all Students Achieve and Succeed.

1.02 Goals and Objectives

Member of the Jackson County Board of Education, collectively and as individuals, are committed to education of all students, which accommodate their individual abilities, and career oriented interests as well as all other constructive aptitudes. This Board shall recognize the significance of all personnel, both professional and non-professional, toward achievement of this end.

Specific goals and objectives of the Board as reflected in policy statements shall include:

- To interpret the educational needs of the aspiration of the community through formulation of policies which stimulate the learner and the learning process.
- To manage the school system in accordance with Board policy and relevant statutes contained in the Alabama code.
- To assure equal educational opportunities for all students attending the schools of this district based on pupil needs and Course of Study; yet contain sufficient flexibility to challenge all students to realize maximum potentials.
- To assure provisions of leadership relative to fiscal and business management operations and within the instructional programs within each school in Jackson County.
- To develop and provide the data appropriate for the management function of planning, evaluating, organizing, controlling, and executing.

2.00 SCHOOL BOARD OPERATIONS

The Jackson County School System derives its legal status from the Alabama State Legislature, which is subject only to the Constitution of the United States and the State of Alabama's Constitution. Therefore, education is a state function

SCHOOL BOARD LEGAL STATUS

The Constitution of Alabama places the responsibility for establishing, organizing, and maintaining a liberal system of public education throughout the state for the benefit of children thereof between the ages of seven and twenty-one years on the state Legislature. The Legislature has provided for County and City Boards of Education as the bodies charged with establishment, maintenance, development, and operation of efficient public school programs at the local level. The Alabama Supreme Court has held that the Board is vested with a broad range of administrative and supervisory authority commensurate with the aforementioned prescribed educational responsibilities.

As members of an instrumentality created by the state, county and city Board Members are officers of the state, but they have local jurisdiction. Each Board is the agency through which the county or city acts in regard to school matters. Board Members have authority only when functioning as a "body" or "group" in legally called regular or special meetings. The powers of the Board are delegated only to the Board as a "body." No authority is granted to members acting as individuals.

The Board is cognizant that all actions must be taken in good faith, with reasonable prudence and sincerity, based on the belief that such actions are correct and in the best interests of the School District in accordance with statutes and pertinent judicial precedents.

2.01 Board Member Legal Status

The legal status of each duly appointed or elected member of a Board of Education shall be that of an "officer" who cannot be removed from his position but by recall.

Such status does not authorize said member to act for or bind the Board individually. The powers and duties vested in the Board may only be exercised by action of the Board as a Whole at duly called and organized meetings. In this respect, no motion or resolution shall be declared adopted without the concurrence of the majority of the whole Board.

Qualifications for Board Members

Members of a County Board of Education must meet the following criteria:

- Be a qualified elector of the county;
- Be of good moral character;
- Have obtained a high school diploma or its equivalent;
- Must be of good standing in his/her respective community;

- Must be known for his/her honesty, business ability, public spirit and interest in the good of public education;
- May not be an employee of the Board except in counties between 96,000 and 106,000 in population;
- No Board member or relative within his/her immediate family may contract with said board for the sale of materials;
- No member of any county Board of Education shall be financially interested, directly or indirectly, in the business 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.

Terms of Office

Members of Jackson County Board of Education shall be elected at the general election of the state and shall serve for terms of six years. The Jackson County Board of Education shall be composed of five (5) members.

Method of Election

Members of Jackson County Board of Education are elected by the qualified electors of the County at the general election of the state and county officers. Newly elected members shall assume office at the first (1st) regular meeting of the Board of Education in November after the General Election.

Unexpired Term Fulfillment

In the event a vacancy occurs in the office of members of the County Board of Education, the majority of the remaining members of the Board shall fill the vacancy by appointment. The newly appointed member will serve the remainder of the unexpired term. In the event the County Board of Education fails to fill the vacant position, the State Superintendent shall appoint a successor within 30 days.

Resignation of Board Members

A Board member may submit his/her resignation at any time during the term of office with such resignation being 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 member shall be considered resigned when he/she permanently changes residence from Jackson County in which he/she was elected or appointed.

Removal from Office

Members of the Jackson County Board of Education are officers of the state, with local jurisdiction at the county 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. 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) incompetence;
- (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 officer for the discharge of such;
- (5) any offense involving moral turpitude in office, or committed under color thereof, or connected therewith.

2.02 Compensation and Benefits

The Board shall determine the salary, additional benefits, vacation entitlement, and leave of the Superintendent.

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

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

Prior to the opening date of qualifying for Superintendent’s position, salary shall be set by the Board of Education.

2.03 Composition of the Board

Number of Board Members

Reference: Ala. Code § 16-8-1 Counties

Board Member Qualifications

Reference: Ala. Code § 16-8-1 Counties

Term of Office and Vacancies

Reference: Ala. Code§ 16-8-2, 6 Counties

Method of Selection for Board Members

Reference: Ala. Code §16-8-1

2.04 Resignation from Office

A member of the Board may resign from the board by submitting a letter stating such intent to the president of the board. Additionally, the office of any board member is considered resigned when he or she ceases to be a resident of the city or district.

2.05 Removal from Office

Reference: Ala. Code §36-11-1

Ala. Code §36-11-2

Ala. Code §36-11-3

Ala. Code §36-11-4

Ala. Code §36-11-5

Ala. Code §36-11-6

2.06 Annual/Organizational Meeting

Reference: Ala. Code §16-8-4

2.10 Powers and Duties

The Jackson County Board of Education shall act as the general agent of the people within its jurisdiction in all matters pertinent to public education of students enrolled in the school of the county.

The Board shall be responsible for carrying out all mandatory laws pertaining to education and shall consider, accept, or reject provisions of permissive legislation where discretion is so authorized. In all cases where constitutional mandates, federal and/or state statutes, judicial precedents or regulations of duly recognized governmental agencies do not otherwise provide or prohibit, the Board shall consider itself the agent responsible for establishing and appraising the educational activities of the School District.

The Board shall consider as its major responsibility policy development, adoption and appraisal. In these areas, the Superintendent shall select input from principals, supervisors, teachers and professional organizations and shall make written recommendations for adoption by the board.

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

- Establish and approve policies relating to the operation of the public schools;
- Approve and adopt the annual budget for the Jackson County School System, after holding two public budget hearings prior to the adoption of the budget;
- Consider and approve payrolls, expenditures of funds as recommended by the Superintendent
- Publish annually in local newspapers a statement of the financial status of the Jackson County School System;
- Consider reports of transacted business and its relation to the financial status of the system
- Employ all personnel in the system, upon the written recommendation of the Superintendent, with the exception of the Custodian of Funds, who may at the discretion of the Board, be appointed by the Board;
- Suspend or dismiss upon written recommendation of the Superintendent any employee as provided by law, and/or court precedent;
- Suspend or dismiss any student as provided by law, and or court precedent;
- Comply with providing all reports required by the State Board of Education;
- Hold in trust all property, real, personal, and mixed, now held or hereafter held by the School District;
- Consider reports of the Superintendent on the progress of the schools and advise him/her on recommended changes in educational programs;
- Adopt plans for structural improvements and determine the means to finance them;
- Determine salary schedules and other personnel policies;

- Adopt a calendar of school events for each ensuing year. The calendar shall be distributed to all personnel and others deemed necessary

2.15 Board Officers

The officers of the board shall be a president and vice president who shall be elected by the board members at the annual meeting, and whose term of office shall be for a period of one year. Officers will assume duty immediately following their election.

2.20 Duties

The president, or in her/her absence the vice president, shall preside at all meetings of the board, preserve order and decorum and decide all points of order, consistent with parliamentary rules adopted by the board. He/she shall be entitled to vote on all questions.

The president shall appoint all special committees unless the board decides otherwise.

In the absence of both the president and vice president, a president pro tem shall be elected who shall in such case perform all the duties of the president.

2.25 Board Member Development Opportunities/Compensation

Members of the Jackson County Board of Education are encouraged to attend local, state, and national conventions and conferences that pertain to educational improvement of Board members, to visit local schools, and to affiliate with and attend conferences and workshops conducted by the State and National School Boards Association.

Members shall receive, according to law, \$600.00 per month compensation, \$200 per month expense allowance plus one meal and travel allowance for each meeting up to 24 meetings per year.

2.30 Board Meetings

The Jackson County Board of Education shall hold an annual meeting each year in November and elect one of its members to serve as President and one to serve as Vice President.

Regular Meeting

The Jackson County Board of Education shall hold at least five additional regular meetings during the school year, and such special meetings may be held, at such place as the duties and business of the board may require. Public notice shall be given of regular meetings.

Members of the public and delegations wishing to address the board at regular meeting must submit in writing 10 days prior to the scheduled meeting, a request to be placed on the agenda with purpose of said delegation. Each person/delegation will be permitted 4 minutes to address the board. The board will listen but will not take any action at that time.

Special Annual Public Meetings

The Jackson County Board of Education shall hold a meeting each year for the purpose of giving the public an opportunity of presenting to the board matters relating to the administration of the public schools funds of the county.

Adjourned Meetings

Any legal meeting of the Jackson County Board of Education may be adjourned to a specific place and time to commensurate with the duties and business of the board.

Rules of Order

The Jackson County Board of Education shall observe Robert's Rules of Order, Revised except that the President may discuss and have a vote on all matters before the board. The Secretary of the board may not serve as president pro tem but shall conduct a vote of the board members to select a president pro tem. The Superintendent, designated as secretary, shall not vote on matters before the board.

Suspension of Rules

During the debate of an extraordinary complex issue, a vote to suspend normal rules of order shall be appropriate, following a majority opinion that such suspension is necessary.

Quorum

Three members of the Jackson County Board of Education shall constitute a quorum for the transaction of business of board meetings. A motion shall be declared not approved unless it receives three or more votes, a majority of the board.

2.35 Board Member Authority

Members of the board shall have authority only when acting as a board official in session. The board shall not be bound in any way, statement or action on the part of an individual member except when duly authorized by official board action.

2.36 Voting Methods and Minutes

There shall be no representative by proxy of any member of the Jackson County Board of Education at any time. All members present are authorized to speak on issues, offer and second motions, and vote.

Any matters requiring a vote of the Jackson County Board of Education shall be voted upon by open ballot.

The secretary of the board shall be responsible for recording the minutes. The minutes of each board meeting shall be prepared by the Superintendent and delivered to the members at least forty eight hours before the time of the next regular meeting.

At each board meeting considered a regular meeting, the minutes of the preceding meeting shall be approved.

A copy of all motions shall be carefully recorded. The names of those who make the motions, those who second motions and those who vote “nay” and those who vote “aye” shall also be recorded.

The official minutes shall be kept in bound volumes at the Office of the Superintendent of the Jackson County Board of Education. All official records of the Jackson County Board of Education shall be available to citizens for inspection at the Office of the Superintendent of Education after they have been approved by the Board of Education.

2.37 Public Meetings/Executive Session

All Jackson County Board of Education meetings (except executive sessions) shall be open to the public. The Jackson County Board of Education shall continually urge public participation and attendance at all board meetings.

The Jackson County Board of Education encourages members of the news media to attend and provide news coverage for all board meetings.

The board, upon approval of a majority of the board, may meet in 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.

1. General reputations and character/job performance for specified employees
2. Formal Hearings
3. Discussion with an attorney about litigation*
4. Security plans and measures
5. Criminal investigation/disclose the identity of an undercover agent or informer*
6. Negotiations to buy/sell /lease real property
7. Preliminary negotiations in trade competition*
8. Negotiations between body and group of public employees
9. 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 executive session.

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

1. Convene an open meeting
2. Enter a motion stating the reason for the executive session
3. Receive a written or oral declaration (if necessary)
4. Vote to go into executive session with each member’s vote recorded in the minutes
5. The presiding officer will state if and when the board will reconvene in open session.

2.40 Qualifications of the Superintendent

The County Superintendent of Education shall be chosen for his/her general fitness and character and shall be a person of recognized ability as a school administrator. No person shall be eligible for appointment by any county board of education or for any political party nomination, or for election to the office of county superintendent of education unless he/she:

- Holds an Alabama certificate in administration and supervision at a master's level based upon requirements established by the State Board of Education for such certificate;
- Has had not less than three years classroom experience and three years administrative experience in public school work at the time of assuming office;
- Submits proof to the State Superintendent of Education of three years of successful educational experience as a teacher, principal, supervisor, superintendent, educational administrator or instructor in school administration during the five years preceding his/her appointment or election;
- Submits proof to the county board of education that he/she holds a degree from a recognized four-year college or university; and
- Submits proof to the county board that he/she is knowledgeable in school administration.
- Pursuant to local legislative action, the Jackson County Superintendent must reside within Jackson County.

In every county where the county superintendent of education is elected by popular vote, he/she shall be nominated and elected in the same manner as other county officers are nominated and elected under the state election laws.

2.45 Line and Staff Relations

The Board is the policy-forming body of the School District. The Board shall approve all policies in conformance with applicable Federal, State and local statutes and regulations as well as with established judicial decisions.

The Superintendent shall have the responsibility for enforcing the policies of the Board and interpreting, with assistance of Board counsel, all legal issues pertaining to the District. The administration of all facets of operation of the schools shall be the responsibility of the Superintendent, including budgeting and other business affairs, direction of the instructional program, the selection, evaluation and improvement of personnel and planning and development of the physical plants. The staff organization for effective operation of the schools shall be planned by the Superintendent and submitted to the Board for approval. The Superintendent's authority in all areas shall be commensurate with responsibilities designated by law and by the Board.

The Superintendent shall be the chief executive officer and professional advisor to the Board and shall be directly responsible to the Board of Education.

School principals shall be required to supervise and direct the programs in the school of their assignment. Principals shall work under the direction of the Superintendent to whom they are professionally and administratively responsible.

Teachers and other school-based employees shall be responsible to the building principal and are obligated to abide by established rules and regulations in the performance of their classroom and other assigned duties.

2.50 Policy Development

Written school board policies are mandated by the Alabama State Legislature. The public has become more consistent and persistent in its demands for bolder action and improved educational opportunities for the youth of the community. In order to meet these every day challenges, the cumulative complexities of the school problems, and the impact of community involvement, it has become imperative that the Board establishes more explicit written school board policies. The Jackson County Board of Education is confident that these pressures will be dealt with more effectively and constructively by providing written policies, which are current and understandable.

The Board of Education, upon the written recommendation of the Superintendent, is charged with the duty of determining and establishing written educational policy. Furthermore, the board will prescribe rules and regulations for the conduct and management of the schools. Before adopting or deleting written policies, the board will, through the Superintendent, consult with professional assistants, principals, teachers, interested citizens, and the Representative Assembly of the Jackson County Education Association. All policies and regulations will be filed with the State Superintendent of Education and will be made available to all employees of the Jackson County School System and interested citizens.

2:55 Staff Involvement in Decision Making

It is the policy of the Jackson County Board of Education to provide opportunities for employee participation in decision making for the school district and/or integral parts thereof.

Whenever feasible, in the development of rules, regulations, and arrangements for the operation of the Jackson County School System, the Superintendent shall include at the planning stage, representation of those employees who will be affected by such provisions.

Whenever feasible, the Superintendent, prior to the submission of policies for adoption, deletions, or revision to the Board of Education, shall through the Central Office representative assembly of the Jackson County Education Association, make available all proposed policies for adoption, deletion, or revision to said assembly for its consideration and input. All recommendations on Policy from the Representative Assembly to the Superintendent for his/her consideration must be in writing.

2.56 Adoption/Review/Suspension/Dissemination of Policy

The adoption of policy is the responsibility of the Board of Education. For a policy to be adopted by the Board, it must receive majority vote. A policy introduced and recommended to the board by the Superintendent shall not be adopted until a subsequent regular monthly meeting. This practice will provide board members with time to study the proposed policy and give interested parties an opportunity for input.

The Board, in lieu of formal policy to meet emergency conditions, may grant temporary approval of Board Policy or special events that will take place before formal action can be taken.

A Jointly developed Jackson County Board of Education policy handbook is considered a vital ingredient of sound educational practice. Such a cooperatively derived handbook is perceived as fundamental to productive and harmonious board-staff relationships. The board's written policies shall be revised regularly by joint effort of the Board and Superintendent. These policies shall be made accessible to all interested persons, and shall be revised at least once every three years. The assistant Superintendent shall assist with this task. A proposed time frame is follows.

2018-2019

2021-2022

2024-2025

2027-2028

The Jackson County Board of Education may suspend policy by a majority vote of the board. However, policy, recommended by the board for suspension shall not be suspended until a subsequent meeting. This procedure will provide Board members with time to study the policy proposed for suspension and give interested parties an opportunity to react.

The board in lieu of formal suspension may grant temporary suspension.

The Jackson County Board of Education shall direct the Superintendent to establish and maintain an orderly plan for disseminating board policies and administrative rules and regulations.

The Jackson County Board of Education policies and administrative rules and regulations should be made accessible to all employees of the Jackson County School system directly affected by those policies, members of the board, students, trustees, and members of the communities served by schools. The latter can be accommodated through display in individual school libraries.

Copy of policies and amendments there to must be filed with the State Superintendent of Education.

Revised 7/16/15

2.60 School Board Member Conflict of Interest

In addition to the statutory regulations relative to qualifications, the following policy shall govern this Board of Education's relationship with outside interests:

The Jackson County Board of Education shall not purchase supplies, equipment, or personal services from any member of the Board, or from a firm or corporation in which a board member has significant interest.

2. 61 Administration in Policy Absence

The Superintendent of the Jackson County School system shall have the power to act in cases where the Jackson County Board of Education has not provided policy statements in order to guide administrative action. His/her decisions in such cases, however, shall be subject to review by the board of Education at its next meeting. It shall be the duty of the Superintendent of the Jackson County Schools to inform the board promptly of such action and of the resulting need for policy.

2.65 Board Attorney

The Board will retain and utilize legal counsel at its discretion.

3.0 GENERAL ADMINISTRATION

3.01 Research

The Jackson County Board of Education recognizes the need and value of educational research in developing, validating, and standardizing newer programs and strategies in education. Staff members are encouraged to participate in and cooperate with such projects. To avoid over lapping and duplications and insure that the results are available and adequately disseminated, all research and experimental projects using either staff, pupils or materials within the system must be approved in writing prior to their beginning by the Superintendent or the his/her designee. Results of all research must be furnished to the Superintendent.

3.02 Administrative Positions

All administrative and supervisory staff positions are created by the Jackson County Board of Education. It is the Board's intent to create enough positions to accomplish the goals and objectives of the school system.

Before any new positions are established, the Superintendent will present a job description to the Jackson County Board of Education for approval. This job description will specify qualifications, salary, contract term, effective date of hire, performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

All administrative positions will be submitted on the agenda as a separate item to all other personnel.

Although a position may remain temporarily unfilled, only the Board may abolish a created position.

The Jackson County Board of Education shall employ administrative and supervisory personnel without regard to gender, age, color creed, religion, national origin, or disabilities (those not impairing one's ability to perform required duties). Employment shall be based only on proven capabilities of the recommended applicant to perform the necessary tasks.

3.03 Administrative Salary Schedules and Contracts

The Superintendent of the Jackson County School System shall prepare or cause to be prepared salary schedules for all administrative and supervisory personnel employed by the Jackson County Board of Education. The salary schedule shall be presented to the Jackson County Board of Education for approval.

The Superintendent of the Jackson County School System shall issue annual contracts to all administrative and supervisory personnel in accordance with Alabama School Law.

Unless notified to the contrary by the end of the school year, an administrator or supervisor shall be rehired automatically for the following year.

Administrative salaries are negotiable and will be based partially upon degree held, size of school and responsibilities.

3.04 Schedule for Administrative and Supervisory Personnel

All administrative and supervisory personnel's schedule shall be assigned by the Superintendent of the Jackson County School System.

Local school administrators shall be on duty no less than thirty (30) minutes prior to the time fixed for teacher arrival during which time they shall discharge all duties and responsibilities which their job description requires.

3.05 Travel Expense

Administrative and supervisory personnel shall be reimbursed for actual travel expense incurred while performing duties related to their jobs. The reimbursement rate for mileage shall be the same as the authorized State of Alabama employees at the time of travel. Such items as conference registration and lodging expenses shall be reimbursed at actual costs. Meals will be reimbursed at a \$40.00 per night per diem for overnight stays.

Travel outside of the school system must be approved in advance by the Superintendent prior to said travel if expenses are to be reimbursed. When out of system travel does not require an overnight stay, an allowance of \$12.00 per day will be allowed for meals for trips less than 8 hours. Trips that exceed 8 hours will be allowed an additional \$12.00.

Employees shall keep such records relative to travel expenses as may be required by the Superintendent.

3.06 Non-School Employment

Part time employment or any other activity, which interferes with the regular work of the employee for which he/she is compensated by the Jackson County Board of Education, is looked upon as disfavor.

In the event the regular work of an employee suffers because of part-time employment, the employee will be requested to eliminate his/her part time work. In the event the employee does not give up the part time work, the Jackson County Board of Education will exercise its prerogative in declaring that the quality of work performed for the Jackson County School system does not meet the required standards and said employee will be dismissed.

3.07 Committees

The Jackson County Board of Education authorizes the Superintendent to establish committees, which he/she deems necessary for proper administration of Jackson County Board policies and for the improvement of the total educational program. All committees created by the Superintendent shall be for the purpose of obtaining to a maximum degree the professional advice and counsel of the personnel of the district.

The number, composition, and work done by such committees shall be defined by the Superintendent or his/her designee.

Additionally, personnel may be granted leave to work with professional committees, organizations, or associations when the mission of the Jackson County School system is not impaired.

The Superintendent shall be authorized to contract with consultants for such activities as in-service and institute.

3.08 Policy Implementation

The Superintendent shall carry out the policies of the Jackson County Board of Education. He/she shall interpret reactions of school personnel and of the public to the policies of this Board.

All members of administrative and supervisory staffs have the responsibility for supporting the policies established by the Jackson County Board of Education and those recommended by the Superintendent.

Adoption of policies not in conformity with the recommendations or personal beliefs of an administrator, supervisor, or any other employee, shall not be considered as just cause for refusal by said employees to support and implement said policies to the best of their abilities. School administrators have an obligation to support publicly the school board and instructional staff if either is unjustly accused. The Jackson County Board of Education shall welcome constructive criticism provided such are directed through approved channels. Public involvement by an employee in mere derogatory criticisms is looked upon with disfavor. Deliberate noncompliance with written policies of the Jackson County Board of Education or with written rules and regulations of the Superintendent which are approved by the Jackson County Board of Education shall be considered as justifiable grounds for dismissal.

3.10 Wellness Policy

The Jackson County School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Jackson County School District that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans* and the restrictions as implemented by the Alabama State Board of Education.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- All schools in our district, the School Breakfast Program, National School Lunch Program, after-school snacks, and Summer Food Service Program/Seamless Summer Option will participate, if available, in the federal school meals programs.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, with related community services.

4.00 Curriculum and Instruction

4.01 School Year and School Day

The school day will include not less than 360 minutes of instruction exclusive of all recesses or intermission periods. A scholastic week will consist of five school days each week. A scholastic month consists of 20 days. The number of days that comprise a scholastic year will be set by the Alabama State Department of Education. Currently, 180 days comprise a scholastic year. A school calendar reflecting these requirements will be set by the Board of Education annually.

4.02 Curriculum and Development

Courses of study developed by the Alabama State Department of Education will serve as the basis for local curriculum.

4.03 Instructional Methodology

Teachers may use methods of teaching consistent with accepted principles of instruction and the Alabama Administrative Code. All teaching methods used should be designed to allow all students to perform at the highest level individually possible.

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

4.04 Class size

The Jackson County Board of Education will be guided by state law pertaining to class size.

4.05 TEACHER PLANNING

Teachers will develop lesson plans that address the standards specified for each subject area in the Alabama Course of Study. Lesson Plans will identify the standard(s) addressed, provide clear learning objectives for all classes/courses taught, include strategies for achieving the objectives, and indicate how student mastery will be assessed.

Teachers will electronically submit weekly lesson plans to the school principal prior to the beginning of the first class of the school week.

When a teacher must be absent from school, the teacher will provide lesson plans for substitute teachers.

Each teacher will be provided with a minimum of 30 minutes of planning time daily.

Revised 08/19/14

4.06 SUMMER SESSION FOR ACADEMIC CREDIT

The Jackson County Board of Education may establish summer sessions for academic credit. When summer sessions are provided, the Board will set the time and place, and all state requirements will be observed. Jackson County Students may be enrolled in ACCESS classes for summer academic credit when appropriate.

4.10 CREDIT RECOVERY

Credit recovery in Jackson County is a course-specific, skill-based extended learning opportunity for students who have attempted an academic class but were unsuccessful in mastering the content or skill required to receive course credit or to earn promotion. The Credit Recovery Program will be computer-based with an initial content/skills assessment, instruction, and post test(s) to determine mastery.

Guidelines

Courses:

Credit recovery is available for the following courses only:

English

- English 9 (230109)
- English 10 (230110)
- English 11 (230111)
- English 12 (230112)

Mathematics

- Algebra I (270404)
- Algebra A (270220)
- Algebra B (270230)
- Geometry (270408)
- Geometry A (270260)
- Geometry B (270270)
- Algebra II (270405) (does not meet requirements for Advanced Diploma)
- Algebra II with Trigonometry (does not meet the requirements for Advanced Diploma)
- Algebra with Finance

Science

- Biology (260131)
- Physical Science (400121)
- Chemistry (400511)
- Environmental Science

Social Science

- Government (451004)
- Economics (450602)
- US History (450820)
- World History (450809)

Admission:

- Students must earn an acceptable baseline score of 40 in the course or on content and/or skills assessment in order to be admitted to the program.
- Students who do not achieve an acceptable base-line score in the course or on the content and/or skills assessment must repeat the entire course in summer school or during the next school year.
- Students must be recommended for the program by the school Problem Solving Team and/or the teacher of the course which was not successfully completed.
- Students who meet the basic requirements must complete an orientation session provided by the school counselor which will explain:
 1. The credit recovery process including all requirements and the logistics involved,
 2. The ramifications of selecting the credit recovery process including the NCAA ruling which applies to athletes.
- Following counseling, students desiring admission to the Jackson County School District Credit Recovery Program must complete an admission application which will require:
 1. Student acknowledgment of the requirements and ramifications of the programs as indicated by a signature,
 2. Parent or guardian consent as indicated by a signature, and
 3. Principal consent as indicated by a signature.

Attendance:

- Since student progress is dependent on attendance, students are urged to attend Credit Recovery sessions regularly until all content/skills are mastered.
- Students who miss Credit Recovery Sessions may be excused following the same guidelines used during the regular school day.
- A student with unexcused absences such that he/she does not attend a Credit Recovery Session for two weeks during the school year will be removed from the program.

Discipline:

- Students must comply with the Jackson County School District Code of Conduct.
- Failure to comply with the Code of Conduct will result in the same penalties that apply during the regular school day including expulsion from the Credit Recovery Program.

Instruction and Curriculum:

- Instruction and assessment will be computer-based.
- Certified teachers will facilitate the computer-based instruction.

- Teachers serving as facilitators will be trained in computer-based instruction management and in the use of the appropriate technology.
- The Credit Recovery curriculum will be aligned with the Alabama academic content standards approved by the State Board of Education. Every learning objective in the Courses of Study will be assessed.

Grades:

- A student's failing grade must remain on the student's permanent record, but it will not be included in the calculation of a student's overall Grade Point Average upon the successful completion of the Credit Recovery Program.
- In compliance with the Alabama State Department of Education Administrative Code, a student may not be awarded a grade higher than 70 as a result of the successful completion of the Credit Recovery Program. The grading formula to be applied is:

Credit Recovery Grade	Final Grade
100%-90%	70
89%-80%	67
79%-70%	65
69%-60%	60
59% and below	F (Failure)

:

Revised 8/19/14

4.15 GRADUATION REQUIREMENTS

Jackson County High Schools offer students the opportunity to earn an Alabama High School Diploma. Students must satisfy state and district requirements in accordance the Alabama Administrative Code to be eligible for a diploma. School counselors will assist students in determining the appropriate courses for their college and/or career goals and developing an appropriate graduation plan.

To earn a diploma from a Jackson County School, a student must earn the credits required based on the year the student entered grade nine.

In order to participate in the graduation ceremony, a student must qualify for a diploma or a document appropriate for students with disabilities as determined by the Alabama State Department of Education.

Revised 8/19/14

4.20 TRANSFER CREDIT

All credits and current class/grade placement from a public or non –public school accredited by an accrediting agency recognized by the Alabama State Board of Education will be accepted without validation upon the receipt of an official transcript.

The transfer of class or grade credit from any school setting not accredited by an accrediting agency recognized by the Alabama State Board of Education are subject to the following process.

Elective courses may be transferred without validation

Core courses are subject to validation.

- The principal or his/her designee will determine the placement of a student based on all official records and nationally standardized tests.
- If the parent/guardian agrees with the placement, the student will be placed as determined by the principal or his/her designee. Once a student who is placed successfully completes a core course, the transfer of all prerequisite courses from the non-accredited school will be accepted without further validation.
- If the parent/guardian does not agree with the placement decision, the principal or his/her designee will administer the school's most recent semester test for each prerequisite core course in which the parent/guardian is requesting enrollment. For each test the student passes, as determined by the school grading scale, the student shall be placed in the next level core course and credit will be transferred for the prerequisite courses. For any test failed, the student will be placed as originally determined by the principal and no credit will be issued for prerequisite courses in that subject.
- When controversial records or transcripts are received or no records are received, the student will take placement tests consisting of the school's previous semester tests for core courses.

Under no circumstances will credits from non-accredited sources be accepted or used to place or promote any student to a grade level higher than that of his or her peers, nor will the results of standardized testing, or any other means of testing or validation, be accepted or used to place or promote any student to a grade level higher than that of his or her peers.

Revised 8/19/14

4.21 ALTERNATE SOURCES OF ACADEMIC CREDIT

Course credit for classes provided through tutorial programs, facilitated online courses, or other programs provided by sources other than the Jackson County Board of Education is subject to the approval of the school principal. Approval shall be granted only upon documentation that the classes provided are comparable to courses offered by the school system and in complete compliance with the Alabama State Board of Education Administrative Code. The alternate source of academic credit must be provided by an accredited institution.

Revised 8/19/14

4.25 DUAL ENROLLMENT DUAL ENROLLMENT

The Jackson County School District will participate with local colleges in a Dual Enrollment/Dual Credit program. High school students who meet the following requirements may enroll in postsecondary institutions in order to earn credits for a high school diploma and/or a postsecondary degree.

Students must:

1. Be in grade 10, 11, or 12 or have an exemption granted by the participating postsecondary institution upon the recommendation of the student's principal and superintendent;

Draft

2. Have a 3.0 grade point average in completed high school courses in order to take academic courses or have a 2.5 grade point average in order to take career technical courses;
3. Have written approval from the student's parents (guardians), principal, counselor, and superintendent;
4. Complete the college dual enrollment admissions process, and
5. Pay the normal tuition required by the postsecondary institution in order to earn college credit;

Guidelines:

1. Courses shall be at the postsecondary/college level. Postsecondary/college level remedial courses shall not meet the requirements of this program.
2. Three semester credit hours at the postsecondary level will equal one high school credit in the same or related subject.
3. Students must have parental permission for travel off the high school campus.
4. The principal must approve student schedules and travel arrangements to assure that time away from the high school campus is limited to travel time and class time for the dual enrollment classes.
5. Students may not elect to take dual enrollment classes off the high school campus when the desired dual enrollment course is being taught on the high school campus.
6. When a student successfully completes a dual enrollment course, the value of the course grades will be weighted at 1.125 when calculating the student's GPA (Grade Point Average) with the following stipulations:

- Only courses that are available to all students will be weighted. Courses that require students to travel and pay tuition are not equally available to all students. Therefore, only college-level courses offered on the high school campus will be weighted.
- In order to successfully complete a dual enrollment course and be eligible for the weighted average, a student must earn an actual grade of 60 or above.
- Students who successfully complete courses that are eligible for the weighted score will receive the weighted score regardless of whether they have applied for college credit for the course.
- Students are responsible for the purchase of college textbooks.

7. The following academic courses will be accepted for high school credit for core courses by the Jackson County School District:

- History 201: Beginnings to the Industrial Revolution will equate with United States History 1. *This course will earn 3 hours of college credit and one high school history credit.*
- History 202: The Industrial Revolution to the Present will equate with United States History II. *This course will earn 3 hours of college credit and one high school history credit.*
- Biology 103: Principles of Biology 1 and Biology 104: Principles of Biology II will equate with Biology. *Each course will earn 4 hours of college credit (with lab) and one high school credit. Both courses must be taken to meet the course content requirements*

for biology. Three additional high school credits will be required in science to meet state graduation requirements.

- Biology 201: Anatomy and Physiology I will equate with Human anatomy and Physiology. *This course will earn 3 hours of college credit and one high school science credit.*
- Mathematics 112: Pre-Calculus Algebra will equate with Algebra II with Trigonometry. *This course will earn 3 hours of college credit and one high school mathematics credit.*
- Mathematics 113: Pre-Calculus Trigonometry will equate with Pre-Calculus. *This course will earn 3 hours of college credit and one high school mathematics credit.*
- Mathematics 125: Calculus I will equate with Calculus. *This course will earn 3 hours of college credit and one high school mathematics credit.*
- English 101: English Composition I with a literature component will equate with English 11. *This course will earn three college credits. Both the college course and the literature component are required to meet the course content requirements for English 11 and earn one high school credit.*
- English 102: English Composition I with a literature component will equate with English 12. *This course will earn three college credits. Both the college course and the literature component are required to meet the course content requirements or English 12 and earn one high school credit.*

Career Technical courses may be taken as dual enrollment classes or as defined by LEA and state articulation agreements with post-secondary institutions in pursuit of technical certification or degree programs.

Students may take additional college level courses as electives. Post-secondary classes which earn three semester hours will be considered as the equivalent of a one-credit elective. High school credit for required academic core courses will be issued only for the courses on the above list.

*The Dual Enrollment Policy will be effective in August of 2015.

Revised 7/16/15

4.28 ADVANCED PLACEMENT CLASSES

High school students in the Jackson County schools will be provided with opportunities to participate in Advanced Placement Classes either on the school campus or through the state of Alabama ACCESS program. This program is open to all students who meet the following requirements:

1. Have a “B” average in completed high school courses;
2. Have written approval from the student’s principal
3. In order for Advanced Placement (AP) to appear on the high school transcript, student must take the AP test for that subject.

When a student successfully completes an Advanced Placement course, the value of the course grade will be weighted at 1.1 when calculating the student’s GPA (Grade Point Average). In order to successfully complete an Advanced Placement course and be eligible for the weighted average, a student must earn an actual grade of 60 or above.

* The Advanced Placement policy will be effective with the Class of 2016.

4.30 SEX EDUCATION

Sex education, as mandated by the Code of Alabama, shall be incorporated into the general education curriculum as is age and grade appropriate. It should include the following elements:

1. An emphasis on sexual abstinence as the only completely reliable method of avoiding unwanted teenage pregnancy and sexually transmitted diseases.
2. An emphasis on the importance of self-control and ethical conduct pertaining to sexual behavior.
3. Statistics based on the latest medical information that indicate the degree of reliability and unreliability of various forms of contraception, while also emphasizing the increase in protection against pregnancy and protection against sexually transmitted diseases, including HIV and AIDS infection, which is afforded by the use of various contraceptive measures.
4. Information concerning the laws relating to the financial responsibilities associated with pregnancy, childbirth, and child rearing.
5. Information concerning the laws prohibiting sexual abuse, the need to report such abuse, and the legal options available to victims of sexual abuse.
6. Information on how to cope with and rebuff unwanted physical and verbal sexual exploitation by other persons.
7. Psychologically sound measures of resisting unwanted peer pressure.
8. An emphasis, in factual manner and from a public health perspective, that homosexuality is not a lifestyle acceptable to the general public and that homosexual conduct is a criminal offense under the laws of the state.
9. Comprehensive instruction in parenting skills and responsibilities, including the responsibility to pay child support by non-custodial parents, the penalties for non-payment of child support, and the legal and ethical responsibilities of child care and child rearing.

4.31 DRUG EDUCATION

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

The program shall include the following:

1. Age-appropriate, developmentally based drug and alcohol education and prevention programs that address the legal, social, and health consequences of drug and alcohol use and that provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol for students in all grades of the public schools from early childhood level through grade 12.
2. Information conveying to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful and is punishable by fines and imprisonment.
3. Standards of conduct that are applicable to students and employees in all public schools and clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school premises, or as part of any activities of the school.
4. Sanctions, consistent with local, state, and federal law, up to and including expulsion or termination of employment and referral for prosecution will be imposed on students and employees who violate the standards of conduct required by subdivision 3 above.

Any child whose parents presents to the school principal a signed statement that the teaching of disease, its symptoms, development and treatment, and the use of instructional aides and materials of such subjects conflict with the religious teachings of his church shall be exempt from such instruction, and no child may be penalized due to an exemption.

4.32 CHARACTER EDUCATION

For all grades, not less than 10 minutes of instruction per day shall focus on the students' development of the following character traits: courage, patriotism, citizenship, honesty, fairness, respect for others, kindness, cooperation, self-respect, self-control, courtesy, compassion, tolerance, diligence, generosity, punctuality, cleanliness, cheerfulness, school pride, respect of the environment, patience, creativity, sportsmanship, loyalty, and perseverance. All students will have the opportunity each school day to voluntarily recite the pledge of allegiance to the United States flag.

4.33 PHYSICAL EDUCATION

An organized plan of instruction will be used to provide age appropriate physical education activities for students, and all activities will be closely supervised. Jackson County physical education programs will comply with known and applicable legislation, and will conform to the guidelines set forth in the Alabama Course of Study for Physical Education. Thirty minutes of physical education is required daily for students in grades K-8.

4.40 TEXTBOOK SELECTION AND ADOPTION

Textbooks and other core materials which may be purchased with state textbook funding in addition or in lieu of textbooks will be adopted from the State approved list or state agency (such as AMSTI) approved list with the inspection and approval of the textbook/materials selection committee, the Superintendent, and the Board of Education.

Depending on the subject area(s) for which adoptions are upcoming for the respective year, the county Textbook Supervisor in collaboration with the Superintendent and principals will nominate members yearly to serve on the County Textbook/Materials Adoption Committee with consideration given to the following:

1. Demonstrated proficiency in subject area(s) for which adoptions are to be made.
2. Fair representation of geographic areas, ethnic groups, instructional levels, etc.
3. Cooperative, congenial, open-minded, fair attitudes.

Samples of textbooks/materials are to be sent to members of the subcommittees. Members of the textbook/materials adoption committee are encouraged to solicit the assistance of fellow faculty members in previewing all the textbooks and/or materials. Members of the county textbook subcommittees may attend District Textbook Hearings when they are held to aid them in the selection process.

As soon as the committee narrows its selection to the top two or three publishers/providers, these publishers/providers may be invited to do an in-county showing of their textbooks/materials. Following these showings, each subcommittee will make a final selection of books/materials for those grades they represent and report these selections to the County Textbook Supervisor.

Approved 5/26/16

4.45 INSTRUCTIONAL MATERIALS AND EQUIPMENT

The Jackson County Board of Education encourages teachers to discuss their instructional supply needs with their immediate supervisor. Instructional materials and supplies should be selected in accordance with best teaching practices and with consideration to the learning needs of diverse students. All instructional materials must be

approved for purchase in accordance with the established rules and regulations of the Board. Any and all items listed on a school's inventory such as computers, printers, TVs, VCRs, scanners, and other electronic items shall remain at the original school. Items purchased with instructional supply money allocated to a school must remain at that school with exception of an iPad issued for teacher use. Due to the unique nature of an iPad configured for an individual teacher, this piece of equipment may be transferred with the teacher to the new location. A teacher who is transferring must consult with both the principal at the school from which he/she is departing and the principal at the school to which he/she is transferring to ensure that both school's equipment inventory document the transfer of the iPad.

Revised 8/19/14

4.46 FIELD TRIPS AND EXCURSIONS

The Jackson County Board of Education recognizes that educational field trips and trips to various types of contests for instructional purposes help provide desirable learning experiences. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program are to be permitted on school time.

Teachers planning to conduct field trips or out-of-class learning experiences shall be responsible for the following:

- Prior approval of the principal
- Prior approval by the superintendent
- Parental permission for each pupil participating
- A roster of students occupying each bus
- A source of identification on each student
- An adult/student ratio that is sufficient for adequate student supervision and safety

4.47 HOMEWORK

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

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

Assignments should be commensurate with the resources available.

4.50 ACADEMIC INTERVENTION

When students fail to master the instructional objectives appropriate for their age and grade, intervention strategies to assist the student should be implemented. The first step in academic intervention is parent notification. When parents are notified of student progress at four-and-one-half week and nine-week intervals, teachers should request a parent conference to discuss academic deficiencies of any student who fails to meet minimum requirements in a subject area. Second, teachers should refer those students who fail to meet minimum requirements in two or more subject areas or who consistently fail to meet minimum requirements in one subject to the school's Problem Solving Team. The team, which is composed of classroom teachers, a special education teacher, and the counselor, should discuss intervention strategies and make recommendations for intervention

utilizing the school's Response to Instruction procedures. Third, intervention strategies should be implemented and their effectiveness should be assessed based on student progress. If improvement is not shown, the Problem Solving Team will initiate new and/or additional strategies.

The Jackson County Board of Education will provide an individualized remedial program of instruction for each student who fails to pass any portion of the Alabama High School Graduation Examination.

Revised 8/19/14

4.55 CHILDREN WITH DISABILITIES

The Jackson County School Board authorizes the Superintendent to prepare and maintain a comprehensive plan for the development and implementation of individual instructional programs for all students with disabilities of school age residing within the School District who are in need of specialized assistance.

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

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

The Board is required to provide a free appropriate public education for all eligible children with disabilities, ages 3 through 5 years, inclusive, in accordance with the Individuals With Disabilities Education Act, previously known as the "Education of the Handicapped Act," Public Law 91-230, and all amendments thereto.

Reference: 20 U.S.C. 1401 et seq.; Ala Code 16-39-1, et seq.; Ala. Code 16-39A-1; Ala. Code 16-39-31

4.56 HOMEBOUND INSTRUCTION

Homebound instruction shall be offered to those pupils who are unable to attend school due to mental or physical illness or injury.

Students must meet eligibility requirements which include but are not limited to a completed physician form.

Students must have a Doctors excuse to be out of school 6 (six) weeks or more to be eligible for Homebound services.

4.57 GIFTED STUDENTS

The Board shall provide education opportunities to students who meet eligibility requirements, as set by the State Department; who are identified as gifted or talented and require differentiated educational programs and services beyond those normally provided by the regular school program. Students will be identified as gifted only after evaluation by staff members and/or consultants who are qualified to conduct such evaluations.

4.60 FEDERAL PROGRAMS

It is the policy of the Jackson County Board of Education that all Federal Programs operated within the schools of its jurisdiction shall use Federal Funds to ensure that services will be provided to eligible recipients for the enhancement of educational benefits that might not otherwise be made available. Under no circumstances are Federal Funds to be used to supplant any service that might otherwise be provided by way of State or local funds. It is the further policy of the Jackson County Board of Education that all federally funded programs will be operated within the guidelines established by the U. S. Department of Education or the Alabama State Department of Education as per the requirements of eligibility for Federal Financial Assistance.

4.61 SECTION 504/ADA

Determinations regarding Section 504 and ADA eligibility decisions regarding a particular student will be made on an individual basis in accordance with the definition set forth in Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990 and its implementing regulations. The Jackson County School System will identify, evaluate, and provide a free and appropriate public education to qualified students with disabilities within its district boundaries following the policies and procedures in the Jackson County 504 Policy Manual.

4.65 TESTING PROGRAM

The Jackson County Board of Education recognizes the value of normal referenced and criterion referenced assessments to evaluate the academic growth of students. The Jackson County School System will administer all state-mandated tests and will comply with all state regulations and all testing standards required for validity.

When programs implemented by the school system require additional testing, the program administrator will be responsible for conducting test selection based on current needs and the input of appropriate stakeholders. The Superintendent will be informed concerning all formal normed referenced or criterion referenced assessments being conducted in the system.

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

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

4.70 THE JACKSON COUNTY SCHOOL LIBRARY MEDIA CENTERS

The purpose of the school media center is to meet the needs of the school by providing print and digital resources in three areas: Curriculum-supporting material, recreational material, and professional material suitable for use in the preparation of lessons by teachers.

Materials Selection will be guided by the criteria developed by the American Library Association.

Jackson County School Libraries will adhere to regulations in regards to copyright as set forth by the American Association of School Librarians and the American Library Association.

The Board will not support the efforts of any group to remove material from a school library/media center simply because the group objecting to certain material dislikes items or language contained in the material.

In the event that any material comes under re-evaluation scrutiny, the Jackson County School Libraries subscribe to the guidelines set forth by the Jackson County Board of Education grievance policy and by the American

Association of School Librarians and the American Library Association stance on the intellectual Freedom and Library Bill of rights for handling complaints. That procedure is as follows:

- All complaints to staff members shall be reported to the building principal whether received by telephone, letter, or in personal conversation.
- The principal shall contact the complainant to attempt to resolve the matter informally by explaining the philosophy and goals of the school district and the media center.
- If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the District's instructional goals and objectives, materials selection policy statement, and the procedure for handling objections. This packet will include a standard form which shall be completed and returned before consideration will be given to the complaint.
- If the formal request for reconsideration has not been received by the principal within two weeks, the matter shall be considered closed. If the request is returned, the reasons for selection of the specific work shall be reestablished by the appropriate staff.
- No questioned materials shall be removed from the school pending a final decision on the request for consideration. Access to questioned materials can be denied to the child (or children) of the parents making the complaint, if the parents so desire.
- Upon receipt of a completed objection form, the principal will call together a committee of five to consider the complaint. This committee shall consist of the principal; the media center director, a teacher, a parent organization representative, and a district supervisor.
- The committee shall meet to discuss the material, following American Library Association guidelines and will prepare a report on the material containing their recommendations.
- The principal shall notify the complainant of the decision and send a formal report and recommendation to the Superintendent. In answering the complainant, the principal will explain the book selection system, give the guidelines used for selections, and cite authorities used in reaching decisions. If the committee decides to keep the work that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the principal will acknowledge it and make recommended changes.
- If the complainant is still not satisfied, he/she may ask the Superintendent to present an appeal to the Board of Education which shall make a final determination of the issue. The Board of Education may seek assistance from outside organizations in making its determination.

Revised 10/15/15

4.71 CONTROVERSIAL ISSUES

The Jackson County Board of Education recognizes the fact that controversial issues are an inherent part of our democratic tradition and that knowledge and understanding of controversial issues is an indispensable part of education for citizenship. Therefore, professional employees shall have the freedom to deal with controversial issues in the public school curriculum, but teachers shall take a neutral position in the classroom during the discussion. Students shall have the opportunity to express their opinions within the limits of decency, good will and respect for the opinions of others.

4.72 TEACHING ABOUT RELIGION

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

4.75 EVALUATION OF INSTRUCTIONAL PROGRAMS

The Jackson County Board of Education requires systematic and comprehensive evaluations of the instructional programs and all related areas. Continuous assessments shall be conducted within each school as well as on a system wide basis. Individual schools, as well as the Jackson County Board of Education, shall delineate goals, specify needs for improvement, and plan for organizing the resources of the school and community to improve the instructional program.

4.76 RESEARCH

The Jackson County Board of Education recognizes the need and value of educational research in developing, validating, and standardizing newer programs and strategies in education. Staff members are encouraged to participate in and cooperate with such projects. To avoid overlapping and duplications and insure that the results are available and adequately disseminated, all research and experimental projects using staff, pupils or materials within the system must be approved in writing prior to their beginning by the Superintendent or the Superintendent's designee. Results of all research must be furnished to the Superintendent.

4.80 GUIDANCE PROGRAM

The Jackson County Board of Education authorizes a school guidance program with the following goals and objectives:

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

To accomplish these goals, a school guidance curriculum will:

- Include structured experiences for students presented systematically through classroom and group activities from kindergarten through grade twelve;
- Provide services for students individually, in small groups, and in large groups;
- Provide an emphasis on decision making, self-understanding, study skills, career exploration, and college and/or career readiness preparation and planning; and
- Include the development of an academic and career plan for all students;

To accomplish these goals, responsive services will include:

- Consultation;

- Personal Counseling;
- Crisis Counseling; and
- Referrals to service agencies.

5.00 STUDENTS

5.01 Equal Educational Opportunities

It shall be the policy of the Jackson County Board of Education that the School District shall provide educational opportunities for children on a nondiscriminatory basis. No person shall be denied the benefits of any education program or activity on the basis of race, color, disability, creed, national origin, age or sex. All programs offered by schools with the school district shall be open to all students in compliance with statutory and judicial requirements.

5.02 Compulsory Attendance

The Jackson County Board of Education shall enroll in school all students residing within the School District between the ages of six and seventeen years, not otherwise receiving instruction in a private school, church school or being taught by a private tutor. (Parents of six year olds may seek Superintendent approval to “opt out”). The classroom or homeroom teacher or other designated person shall maintain an accurate attendance for each pupil. This record shall be kept in the official register, or through the officially approved documentation provided or approved by the State Department of Education.

5.03 Entrance Age

A child whose birthday is on or before September 2 or the date on which school begins in the enrolling district, shall be entitled to admission to the public elementary schools at the opening of such schools for that school year or as soon as practicable thereafter. Children entering first grade must be six years old on or before December 31 and shall be entitled to admission in the public elementary schools during that school year. Exception: an underage child who transfers from the first grade of a school in another state may be admitted to school upon approval of the board in authority, and an underage child who has moved into this state having completed or graduated from a mandated kindergarten program in another state shall be entitled to admission to the public elementary schools regardless of age.

Kindergarten – A child who is five years of age on or before September 2 or the date on which school begins in the enrolling district shall be entitled to admission to kindergarten at the opening of that school year or as soon as practicable thereafter. A child who is under five years of age on September 2, or the date on which school begins, shall not be entitled to admission during that school year, with the exception that an underage child who transfers from the public school kindergarten in another state may

be admitted to kindergarten on the prior approval of the board on a space available basis. The aforementioned underage child transferring from the public school kindergarten of another state, upon successful completion of the kindergarten, will then be allowed admission to the first grade.

5.04 School Admission

The board shall admit students to the schools of the district based upon an application submitted by the parent, guardian or student to the board at the beginning of each school year, under such rules and regulations as the board may prescribe.

No student may be excluded from the appropriate school within the district except by due process or failure to meet specifications of policies contained herein. The board fully recognizes that providing equality of educational opportunities for all children requires objectivity. The board is equally concerned that all admissions policies adhere strictly to applicable legal requirements, e.g. health related standards.

No child shall be admitted to the first grade without the following documentation.

- An official birth certificate showing age being six years old on or before September 2 of the year of admission.
- Copy of the child's Social Security card
- Current immunization documentation

5.05 Admission Policy for Homeless, Migrant, Immigrant, and Limited English Proficient Students

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the *No Child Left Behind Act of 2001* and the McKinney-Vento Homeless Education Act of 2001, all homeless; migrant, immigrant, and limited English speaking proficient children must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the Jackson County School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, immigrant, and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization records
- Lack of proof of residency
- Lack of transportation
- Lack of social security card
- Guardianship or custody requirements

Students enrolling without a SSN will be assigned a temporary number by County Office Personnel.

Approved April 24, 2014

5.06 District Dispute Resolution for Homeless Children and Youth

Enrollment should not be denied pending resolution of a dispute. Any dispute in regard to providing public education to a child who may be eligible or designated as homeless shall follow local board policy.

1. In the event of a dispute regarding eligibility or placement, written notification of the right to appeal shall be given to the parent/guardian or unaccompanied youth. Following a written request to appeal the district's decision regarding placement, the appeal process will be initiated by the District Homeless Education Coordinator. During the dispute resolution process, the student shall be enrolled and/or remain enrolled. The term "enroll" includes attending classes and participating fully in school activities.
2. The placement decision will be made in writing or shall be presented orally in a language that the parent/guardian or unaccompanied youth can understand, by the District Homeless Education Coordinator and shall include an explanation of the placement decision. The communication will be provided within ten (10) working days to the parent/guardian or unaccompanied youth.
3. The parent/guardian or unaccompanied youth may further appeal the decision to the Superintendent of schools and/or the board of education verbally or in writing. An explanation of the placement decision will be presented within ten working days to both the district Homeless Coordinator and parent/guardian or unaccompanied youth in a language they can understand.
4. If the dispute has not been satisfactorily resolved at the district level, the parent/guardian or unaccompanied youth should be informed of their right to appeal the decision to the Homeless education Coordinator at the Alabama State Department of education.

5.07 Resident Students

Resident students are defined as students whose parents or legal guardian live inside the Jackson County School System. All resident students of the Jackson County School System shall be entitled to be admitted, within policy limitations and Federal court ordered provisions.

Children of employees of the Jackson County School System may attend the school at which their parent or guardian is assigned.

All students who seek transfer to a Jackson County School must present the following

- Proof of residence (such as utility bill with an address)
- Recent report card or release from last school attended
- Transcript
- Copy of immunization forms
- Guardianship papers
- Good standing status from previous school

Once residence and custody are established, the student may be temporarily enrolled pending receipt of student records from the previous school.

5.08 Enrollment

No school within the Jackson County School System shall enroll any student who is suspended, has been expelled, or who is subject to any pending disciplinary action by another public school system or other school, public or private, either within or outside the Jackson County School System without the approval of the Jackson County Board of Education. Also, no transfer student shall be considered as officially enrolled in any Jackson County School until such time as it is determined that the student is eligible to attend school within the school system from which he/she is requesting transfer and until the enrolling Jackson County School has received all required documents for official enrollment, as well as established district residency.

As per Statute §16-28-3, Code of Alabama, admission to the schools of Jackson County shall be on an individual basis on the application of the parent or guardian, or person with legal custody of the child. Power of attorney, notarized statements and other such documents will not be considered as court documentations for legal custody.

Nothing in this policy shall be interpreted in such manner as to prevent a student from enrolling on a temporary basis and participating in any academic or extracurricular school activities for which he/she is otherwise eligible pending a determination of the student's status within the Jackson County School System and the school from which he/she is requesting transfer

Superintendent's Recommendation Regarding Interim Criteria for Admission of Students Residing Outside of the Attendance Zones

A school will not admit students who reside outside the current accepted Jackson County School zones. The exception will be those required to be admitted pursuant to the McKinney Vento Homeless Education Assistance Act.

Approved 9/12/13

5.09 Transfers and Withdrawals

Transfers will be handled according to school administrative policy.

No student shall be permitted to withdraw from school before his/her seventeenth birthday when the student's parent or guardian continues to reside within the jurisdiction of the school district, unless approved by the Superintendent.

If the student's parent or guardian moves to another school district, or if the student chooses to attend school in another district, the student shall withdraw in accordance with such rules and regulations as may be prescribed by the school district.

The Superintendent may exempt a child from attending public schools for any of the following reason:

- Medically certified physical or mental incapacity for schoolwork
- Attainment of 17 years of age or completions of high school before reaching age 17.
- Where the child is legally and regularly employed under the provisions of the child labor law
- Home schooling
- Private church/school

5.10 Attendance Policy

Reference Jackson County School Student Handbook Policy

5.11 Due Process

The board recognizes that observance of applicable substantive due process entails two basic considerations:

1. any objective sought relative to student governance must be legally defensible, e.g., based upon rational or compelling state interest; and
2. the means taken to accomplish such objective must be within the constitutional limitations applicable to the in loco parentis position of school officials within the school district.

To assure compliance with these two substantive aspects, the board has approved the following guidelines as applicable to all policies, rules and regulations:

- Each local school policy, rule or regulation shall specify its purpose as it relates to accomplishment of a legally defensible objective.
- Each local regulation shall be based on a board policy
- All policies, rules and regulations at any level shall be consistent with local, county or city ordinances, statutes of the State of Alabama, Administrative regulations of duly authorized agencies, State Board of State Department of Education; U.S. Department of Education.
- Both policies of the board and regulations designated by local school administrators shall be specific and precise.
- No board policy or local school codes of conduct shall deny any student his/her constitutional rights.
- Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the in loco parentis position of school officials

- Exercise of all authority by administrators, teachers or school officials shall be capable of withstanding close judicial scrutiny relative to freedom from arbitrary, capricious, discriminatory or otherwise illegal practices.
- Students, parents, citizens, teachers and administrators should be participants in developing local school codes of conduct.

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

The degree of procedural due process afforded in each of the above situations shall be dependent upon the gravity of the offense a student is alleged to have committed, and 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:

- Student shall be given oral or written notice of the charges against him/her.
- Evidence against student shall be explained to him/her.
- Student shall be given an opportunity to present his/her own version of the facts concerning these charges.

When a student is facing possible long term suspension or expulsion, the board shall afford the student the following:

- Right of counsel
- Opportunity for cross examination
- Written record of the hearing
- Written record of the decision.

A school may not unilaterally expel or cease the provision of educational services to a student with disabilities.

5.12 Tobacco & Vapor Use

Smoking and the use of tobacco and/or vapor products are prohibited on school grounds and at school activities. (Includes electronic cigarettes)

Students and employees will be disciplined for violations established in accordance with disciplinary procedures. Visitors in violation of this policy will be asked to leave the premises.

Revised 7/16/15

5.13 Student use of Automobiles and Motorized Vehicles

Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by the local school officials.

Violation of this policy may result in arrest and prosecution in accordance with Alabama law and/or independent disciplinary action by local school officials.

5.14 Student Involvement in Political Activity

The Jackson County Board of Education encourages students to learn as much about the political process and be involved in political process; however during school hours, no political solicitations will be allowed. Any activity deemed disruptive will be dealt with by the administrator.

5.15 Student Transportation

Referenced in Jackson County Student Handbook Policy

5.16 Disabled Student Transportation

It should be assumed that most children with disabilities receive the same transportation services as non-disabled children.

Children with disabilities have the right to:

- Regular transportation services unless special transportation is required by the individual education program.
- Special transportation including travel to and from school and between school, travel in and around school buildings, modified vehicles, additional personnel assigned to vehicles to ensure safety of the child with disabilities, or purchased services involving parents or companies who use or subcontract fleet vehicles.
- Transportation to extracurricular activities, children with disabilities must have access to transportation whether it is regular or special.
- Transportation as a related service if it is required to assist a child with a disability to benefit from special education. This includes transporting a preschool aged child to the site at which the education agency provides special education and related services, if that site is different from the site at which the child receives other preschool or day care services.
- The IEP team must consider how the child's disability affect the child's need for transportation, including determining whether the child's disability prevents the child from using the same transportation provided for non- disabled children, or from getting to school in the same manner as non- disabled children.
- Section 504 of the Rehabilitation Act of 1973, as amended, requires that children with disabilities receive the same transportation provided to non- disabled children. If an education agency transports non- disabled children, it must transport children with disabilities under the same terms and conditions. However, if a child's IEP team determines that the child does not need transportation as a related service and the education agency transports only those children

whose IEP's specify transportation as a related service and does not transport non-disabled children, the education agency would not be required to provide transportation to children with disabilities.

5.17 Transportation of Students from Feeder Schools to High Schools

Bus drivers that transport students from feeder schools to high school shall make NO BUS STOPS between the feeder school and the high school or between the high school and the feeder school.

5.18 Student Activity Fees

Students shall not be assessed fees for the purpose of supporting general student activities. Participation in student activities shall be on a voluntary basis by all students. All fees to support student activities shall be approved by the local school principal and the activity sponsor.

5.19 Student Publications

Local schools may permit student publications at the discretion of the principal. A professional staff member shall serve as advisor and consultant to students in the preparation of student publications.

Official student publications, such as school newspapers, should include viewpoints represented by the entire student body and refrain from publishing libelous and obscene material. Students will seek full information on the topics about which they write and will observe the normal rules for responsible journalism under the guidance of the faculty advisor.

5.20 Student Social Events

All student social events sponsored by the school shall be under the control of the local school principal and/or his/her designated representative. The principals shall approve all such events. All such events shall be held in accordance with such rules and regulations as may be developed by local school officials, the Superintendent of the Jackson County school system and the Jackson County Board of Education. A member of the school's professional staff shall supervise and be in attendance throughout the duration of the activity.

5.21 Student Community Activities and Performance

Students participating in various community activities derive many worthwhile and valuable experiences, both social and scholastic. Students may be allowed to participate in community sponsored activities during the regular school day when approved by the local school principal and the student's parent/guardian.

The following criteria should be used in determining whether or not a student may participate in such activities:

- Participation in the activity will benefit or enhance the student's educational growth and development
- Regular school schedules will not be interrupted unless the majority of students will benefit through their participation

- Neither an individual nor group shall be permitted to use school time to participate in community sponsored activities unless it contributes to the total educational program of the school or community.

5.22 Student Solicitation

The Jackson County Board of Education shall strive to safeguard students and parents from undue solicitations. Outside organizations shall not be permitted to solicit, advertise or sell goods or services through the schools of the Jackson County School System, unless authorized by the principal.

Participation in any fundraising or charity drive sponsored by the school or outside agency shall be entirely for each student. There shall be no cause for embarrassment to those who do not or cannot participate or contribute.

All fundraising and charity drives sponsored by the local school must first receive approval by the principal.

Local school officials are encouraged to keep school sponsored activities that require solicitation by students to a minimum. Said school officials shall not permit students to sell goods or services in places other than the school campus during regular school hours.

5.23 Student Contests

Participation in contests shall be optional within the individual schools and the individual student. The schools of the Jackson County School System may cooperate with outside agencies sponsoring worthwhile contest that are in keeping with educational goals of the school. The following criteria shall be used for determining participation in contests by schools and/or students:

- The educational aims of the school and the needs and interest of the students must be considered at all times.
- Schools and their students shall not be used for private or commercial interest.
- Schools and their students shall not be used for sales or promotional purposes.
- Teachers and students shall be given consideration against added work and responsibilities.
- Schools shall not sponsor contest when preparation of contestants creates a neglect of other students' educational experiences.

5.24 Student Overnight Class Trips

It shall be the policy of the Jackson County Board of Education that no overnight class trips will be during the school year without prior approval of the Superintendent and the Board.

5.25 Student Alcohol and Drug Use

It shall be the policy of the Board that no student shall be under the influence of, consume or have in possession on a school bus, on school premises or any school function away from school, any alcoholic beverage, intoxicating liquors, narcotic drugs, marijuana, steroids, any mind-altering drug or material, or controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law.

Any alcohol or drug-related violation of criminal law, state or federal, committed on school property shall be prosecuted as provided by the law. Provided students are apprehended using or dispensing any substance as defined above, school officials, teachers and/or Board employees shall report all such students to their immediate supervisor who shall cooperate with the proper law enforcement agency and the prosecuting attorney's office.

The principal shall immediately notify the parent or guardian by telephone of any student found in violation of this policy. If the parent or guardian cannot be reached by phone, the principal shall notify the parent or guardian of the action by sending a certified letter within 24 hours. Care shall be given to afford due process to all students.

Applicable Procedure – Substance Abusers

A school staff member shall be expected to accompany any student to the principal's office when there is reasonable cause to believe the student to be in possession of, using, under the influence of, or transmitting an illegal substance while on school property or while attending a school sanctioned or sponsored function or activity. When a student is found to be a substance abuser, the principal or designee shall comply with the following procedures in order to safeguard the student and the total school environment:

- Keep the student in a secured area of the building away from other students.
- Notify, if possible, the parent or guardian of the student and request that he/she come to the school immediately.
- Notify the juvenile authorities.
- Accept any suspected illegal substance surrendered from the student. The principal or designee is to seal it in an envelope in the presence of another school staff member with both persons verifying that the substance is contained in the sealed envelope.
- Place the envelope in which the substance is contained in the possession of law enforcement authorities in the presence of a witness.
- Upon weighing all available information and evidence, the principal, based on reasonable cause that the student is in violation of the District's substance abuse policy or applicable laws, may suspend the student from the school for up to ten days pending an expulsion hearing before the Board. If the initial information and evidence is inconclusive relative to

the student's violation of the District's drug policy, the principal may permit the student to remain in school until such time as any conclusive test information is received from law enforcement officials. In the event that conclusive evidence is subsequently obtained through law enforcement officials or other sources, the student then may be subject to suspension for up to ten (10) days with a recommendation for expulsion. In all cases the principal shall ensure that all due process procedures are afforded the student.

NOTE: In the event a student sells, distributes or proposes to sell or distribute a substance represented to be an illegal substance, all above procedures shall be followed up to and including suspension with a recommendation for expulsion.

5.26 Gun Free (Weapon Policy)

In accordance with the Federal Gun-Free Schools Act of 1994 (Section 14601), the Jackson County Board of Education prohibits any student from bringing to or possessing a weapon at any Jackson County School or any school sponsored event.

For the purposes of the Gun-Free Schools Act of 1994, weapon means a firearm as defined in Section 921 of Title 18 of the United States Code. According to Section 921, the following are included within the definition:

- Any weapon which will or is designed to or may readily be converted to expel a projective by the action of an explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- Any explosive, incendiary or poison gas-
 - bomb,
 - grenade,
 - rocket having a propellant charge of more than four ounces,
 - missile having an explosive or incendiary charge of more than one-quarter ounce,
 - mine or
 - similar device.
- Any weapon which will or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Any student violating this policy will be expelled at the discretion of the chief administering officer from the regular school program for a period of not less than one calendar year. In addition, the student will be referred to the juvenile court system and/or proper legal authorities.

5.27 Student Dress and Appearance Reference Jackson County Student Handbook Policy

5.28 SECLUSION OR RESTRAINT OF STUDENTS

The Jackson County Board of Education requires that all schools and programs within the school district comply with State Board of Education Rule 290-3-1-.02(1)(f) regarding the use of “seclusion” or “restraint,” as those terms are defined within the rule.

Physical Restraint

This policy is not intended to prevent the use of physical restraint in limited circumstances where a student is an immediate danger to himself or others and the student is not responsive less intensive behavioral interventions, including verbal directives or other de-escalation techniques. Physical restraint is prohibited as a form of discipline or punishment.

The Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will be required to exercise their professional judgment and discretion. Therefore, this policy is not intended to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

For schools and programs within the school district that use physical restraint as defined within the State Board of Education rule, the Superintendent or designee shall develop and implement written procedures governing its use, which shall include, at a minimum, the following:

1. Staff and faculty training on the use of physical restraint and the district’s policy and procedures related thereto;
2. Documentation in written or electronic form of staff and faculty training on the use of physical restraint, including a list of participants in each training, which list must be made available to the Alabama Department of Education or any member of the public upon request;
3. Written parental notification of the use of physical restraint within a reasonable time, not to exceed one school day from the date of the incident;
4. Documentation of the use of physical restraint and a debriefing session held by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained;
5. Periodic review of the use of restraint and the documentation described in paragraph 4 above;
6. Annual reporting to the Board of the use of restraint and the accompanying documentation, as well as any prohibited use of seclusion and chemical, mechanical or physical restraint;
7. Annual submission to the Alabama Department of Education of the documentation submitted to the Board in accordance with paragraph 5; and

8. Inclusion of the procedures in the school district's Code of Conduct and/or the school's student handbook.

Seclusion

The Board of Education also prohibits the use of seclusion, as that term is defined in State Board of Education Rule 290-3-1-.02(1)(f).

5.29 Discipline Reference Jackson County Student Handbook Policy

5.30 Classification of Violations and Sanctions Reference Jackson County Student Handbook Policy

5.31 Student Complaints and Grievances Reference Jackson County Student Handbook Policy

5.32 Student Suspension Reference Jackson County Student Handbook Policy

5.34 Student Expulsion Reference Jackson County Student Handbook Policy

5.35 Student Cell Phones Reference Jackson County Student Handbook Policy

5.36 Student Interrogations and searches Reference Jackson County Student Handbook Policy

5.37 Search and Drug Free Schools

To assist the schools in providing a safe, drug free environment, the Jackson County Board of Education will permit law enforcement agencies with drug dogs to make periodic, unannounced visits to any local school for the purpose of detecting the presence of illegal drugs. The timing of such visits will be known only by the principal and Superintendent.

5.38 Corporal Punishment

Corporal punishment shall always be administered with a consideration for the age and physical maturity of the student. Corporal punishment must always be a deliberate, well thought out action on the part of school officials and should be administered appropriately to effectively alter student behaviors that are unacceptable in a school environment. These procedural due process safeguards outlined in this section shall be afforded all students. Corporal punishment shall not be administered without the express permission of the principal of the school.

Due Process Guidelines

For the use of corporal punishment to survive judicial scrutiny, the following procedural due process safeguards must be present in each case involving administration of corporal punishment.

Except for those acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience, corporal punishment may never be used unless the student was informed beforehand that specific misbehavior could occasion its use; and, subject to this exception, it should never be used as a first line of punishment. Its uses should follow specific failure of other corrective measures to effect student behavior modification.

A teacher or principal must administer corporal punishment in the presence of a second school official (teacher or principal), who must be informed beforehand, and in the student's presence, of the reasons for the punishment.

In cases where a student protests innocence of the offense or ignorance of the rule, a brief but adequate opportunity should be provided for the student to explain his/her side of the situation.

School officials who have administered corporal punishment must provide the child's parents or legal guardian, upon request, a written explanation of the reasons and name of the school official who was present as a witness.

In addition to the above Supreme Court mandates, the following shall apply to any use of corporal punishment in schools in the Jackson County School System:

- Corporal punishment shall be administered in the office of the principal or in such place or places as may be designated by the principal.
- Corporal punishment shall not be administered in the presence of other students.
- Corporal punishment shall not be used to punish a child for poor academic performance.
- Utmost care, tact and judgement shall be exercised, and all cases of corporal punishment shall be documented by both the person administering the punishment and the witness and such documentation shall be kept on file in the principal's office.

5.39 Student Accidents

The Board of Education instructs the school principal or his/her designee to make a written report to the Superintendent concerning every accident requiring the services of a doctor, which occurs on school property or during school related activities, within 24 hours after the accident.

In the event of an athletic injury, the school principal is to use his/her own judgment concerning notification of the Superintendent.

If the injury is of serious or permanent nature, the principal shall report the matter to the Superintendent.

5.40 Student Health Services

The Jackson County Board of Education shall attempt to provide necessary health services for all students of the Jackson County School System. The Jackson County Board of Education will follow the guidelines and recommendations set forth by the Alabama Department of Public Health, Alabama State Department of Education and the Centers for Disease Control and Prevention.

The Jackson County Board of Education recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases and uphold the rights of the affected persons to privacy and confidentiality to attend school and to be treated in a non-discriminatory manner. The board requires all staff to routinely observe standard precautions to prevent exposure to disease-causing organisms, and the school board will provide necessary equipment/supplies to implement

5.41 Exposure Control Plan

Purpose of Plan: To safeguard the health and safety of students, school personnel and others in the school environment.

Components of the Plan:

1. The principal and the school nurse, in collaboration with the Building Leadership Team, will determine exposure determination.
2. Standard Precautions will be implemented, supported, and practiced by all administrators, staff and students. All body fluids shall be considered potentially infectious.
 - Supplies and facilities will be provided, maintained and updated to create a safe work environment.
 - Hand-washing facilities (running water, soap, paper towels and/or hot air dryers) will be readily accessible to employees and students.
 - Antiseptic hand cleaners will be provided when hand-washing facilities are not available (field trips, school buses).
 - Puncture proof, disposable, labeled containers will be used to dispose needles, syringes and lancets.
 - Disposable, single-use gloves will be provided to all staff, regardless of their potential for exposure.
 - CPR mouth shields will be provided to designated CPR responders as well as office staff and school nurse.
 - Other personal, disposable, single-use protection equipment will be provided as required by specific task.
 - Appropriate disinfectants, supplies and equipment to clean surfaces and waste receptacles will be provided.
 - Disposable plastic liners will be provided for waste receptacles.
3. The following work practice behaviors will be required by the principal and practiced by all staff:

- All employees will immediately wash their hands after removal of disposable gloves or other personal protection equipment, after assisting students with toilet procedures, and before handling food.
 - All employees will wash their hands and any other body surface with soap and water or flush mucus membranes with water as soon as possible when coming into direct contact with blood or other potentially hazardous materials.
 - Protective equipment, such as disposable gloves, will be worn when handling any contaminated surface or body fluid and discarded after each use.
 - Contaminated needles, lancets and other sharps will not be recapped or bent.
 - All medical waste will be disposed of properly.
 - Plastic liners will not be reused in waste receptacles.
 - Employees will immediately report all exposure incidents involving students to the principal, who will notify the parent or guardian.
 - Employees will report all exposure incidents occurring to self to the principal within 24 hours.
4. Training for all school personnel will be provided at least annually to improve their knowledge and work practice controls regarding prevention and avoidance of exposure to blood-borne pathogens in the school environment.
 5. Hepatitis B vaccine will be recommended for all employees and staff determined to be occupationally exposed.
 6. Documentation of exposure incidents, training, Hepatitis B vaccinations, and Healthcare Professional's Written Opinions will be recorded and stored according to state guidelines. Training records will be kept for a three-year period. Hepatitis B vaccination records and waivers, post-exposure incidents, and Healthcare Professional's Written Opinions will be maintained 30 years post-employment.
 7. Confidentiality and supporting documentation will be carefully protected for all exposure incidents.
 8. The school exposure control plan will be revised and updated at least annually by the principal and school nurse in collaboration with the Building Leadership Team.

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS

Purpose

To ensure that body fluids involving blood, vomit, urine, feces, semen, saliva and nasal discharges are handled properly.

Those Affected

All school staff should be alerted to the dangers of infections from body fluids. School nurses, custodians, cafeteria workers and teachers should be particularly alert to the proper techniques in handling and disposal of materials.

Equipment needed

Soap	Disposal bags
Water	Dustpans
Paper towels	Buckets
Disposable gloves	Mops

Disinfectants – should be one of the following classes:

- Phenolic germicidal detergent in a 1% aqueous solution (e.g. Lysol*)
- Sodium hypochlorite (household bleach)
- Quaternary ammonium germicidal detergent in a 2 % aqueous solution (e.g. Tri-quat*, Mytar*, or Sage*, or Thor*)
- Iodophor germicidal detergent with 500 ppm available iodine (e.g. Wescodyne*)
- Sanitary absorbing agent (Chlora Sorb*, X-O Odor Away*)

Procedures

1. General

- Wear disposable gloves before making contact with body fluids during care, treatment and all cleaning procedures.
- Discard gloves after each use.
- Wash hands with soap and warm water after handling fluids and contaminated articles, whether or not gloves are worn.
- Discard disposal items, including tampons, used bandages and dressings in plastic-lined trash containers with lid. Close bags and discard daily.
- Do not reuse plastic bags.
- Use disposable items to handle body fluids whenever possible.
- Use paper towels to pick up and discard any solid waste materials, such as vomit or feces.

2. Hand-washing

- Use soap and running water. Soap suspends easily removable soil and microorganisms, allowing them to be washed off.
- Rub hands together for approximately ten seconds to work up lather.
- Scrub between fingers, knuckles, and backs of hands and nails.
- Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
- Use paper towels to thoroughly dry hands.

- Turn off faucet with a paper towel.
 - Discard paper towels.
 -
3. For Washable Surfaces
- a. For tables, desks, etc:
- Use Lysol*, Clorox Cleanup*, or household bleach solution (1/2 c. bleach and 1 qt. water) mixed daily.
 - Rinse with water, if so directed on disinfectant label.
 - Allow to air dry.
 - When bleach solution is used, handle carefully. Gloves should be worn, since the solution is irritating to skin. Avoid applying on metal, since it will corrode most metals.
 - Thoroughly wash hands when finished.
- b. For floors:
- Cover spills of blood, vomit and urine with absorbent sweep material to prevent fluids from spreading. Clean up using standard procedures.
 - One of the most readily available and effective disinfectants is the bleach solution (1 cup bleach to 1/2 gallon water).
 - Use the two bucket system – one bucket to wash the soiled surface and one bucket to rinse, as follows:
 - in bucket 1, dip, wring, mop up vomit, blood
 - dip, wring and mop once more
 - dip, wring out mop in bucket 1
 - put mop into bucket 2 (rinse bucket) that has clean disinfectant (such as Lysol* or bleach solution)
 - mop or rinse area
 - return mop to bucket 1 to wring out; this keeps the rinse bucket clean for second spill in the area
 - after all spills are cleaned up, proceed with #4
 - Soak mop in the disinfectant after use.
 - Disposable cleaning equipment and water should be placed in a toilet or plastic bag, as appropriate.
 - Rinse non-disposable cleaning equipment (dustpans, buckets) in disinfectant.
 - Dispose disinfectant solution down a drainpipe.
 - Remove gloves, if worn, and discard in appropriate receptacle.
 - Wash hands as described in #2.
4. For Non-washable Surfaces (rugs, upholstery)
- Apply sanitary absorbing agent, let dry, vacuum.
 - If necessary, use broom and dustpan to remove solid materials.

- Apply rug or upholstery shampoo as directed. Vacuum again according to directions on shampoo.
- If a sanitizing carpet cleaner only available by water extraction method is used, follow the directions on the label.
- Clean dustpan and broom, if used. Rinse in disinfectant solution. Air dry.
- Wash hands as described in #2.

5. For Soiled Washable Materials (clothing, towels, etc.)

- Rinse item under running water, using gloved hands, if appropriate.
- Place item in plastic bag and seal until item is washed. Plastic bags containing soiled, washable material must be clearly identified, if outside laundry service is used.
- Wash hands as described in #2.
- Wipe sink with paper towels and discard towels.
- Wash soiled items separately, washing and drying as usual.
- If material is bleachable, add ½ cup bleach to the wash cycle.
- Discard plastic bag.
- Wash hands as described in #2, after handling soiled items.

Prevention

- Use standard precautions.
- Teach students to take care of their own minor scrapes and cuts and to wash their hands before and afterwards.
- Keep school grounds clean of broken glass and other sharp objects.
- Stock science laboratories, sewing rooms and shops with secure disposal containers for items that come into contact with blood.
- Adults in charge of students on the playground should carry a pouch containing latex gloves, bandages and towelettes.

*Brand names are used as examples and are not all-inclusive of products available nor an endorsement of particular products.

5.44 Invasive Health Procedures

When providing health services, the safety of our students is always our first priority. Therefore, the following policy regarding invasive health procedures will be followed:

Invasive procedures, including but not limited to, tracheotomy care, gastro tube feeding, and medication administration by injection or rectal/vaginal route shall be provided by a licensed nurse (RN or LPN) with written authorization from the physician and parent.

5.45 Student Insurance Programs

The board shall contract each year with a reputable insurance company to provide low cost student accident insurance for students. Participation in the insurance program shall be voluntary.

The Board shall require a student in interscholastic athletics and in other school activities as deemed necessary, to participate in the school accident insurance program.

Students participating in interscholastic athletics must provide proof of insurance if not enrolled in the school accident insurance program.

5.46 Student Activities

School sponsored activities are a vital part of students' lives and of the total school program. Therefore, the Jackson County Board of Education encourages the professional staff and students of the schools within the Jackson County School System to cooperatively plan and implement appropriate student activities to meet the needs of all students.

All school sponsored activities must have prior approval by the principal or his/her designee.

A member of the school professional staff shall adequately supervise all school sponsored activities.

5.46a High School Prom Policy

Attendance at the Prom is a privilege extended to High School Juniors and Seniors that carries certain responsibilities.

All Juniors and Seniors attending the prom assume responsibility for themselves and their date. The minimum grade level of a prom date must be 9th (ninth) grade. The maximum age of a prom date is 20 (twenty).

Anyone attending the prom, either as a student or date, may be asked to take a breathalyzer test or other field sobriety test. Refusal to take the test will create a presumption of violation of the sobriety policy and the student and/or date shall be punished according to the guidelines of Jackson County Board of Education Student Handbook. Parents will be called immediately and student will not be allowed to attend the prom.

If a student leaves their date at the prom without transportation home (unless deemed an emergency by chaperones), the student will be disciplined the following school day based upon the reasonable discretion of the school principal after considering relevant circumstances. If a student leaves the prom within a short time of arrival, parents will be notified of the length of attendance. This is to alert parents that students were not under school supervision during the entire evening.

Persons attending the prom **MUST BE IN GOOD STANDING** including students from the local school as well as other attendees. If the principal of a student attending another school will not sign that student is in good standing, this student will **NOT** be allowed to attend the prom. If a date does not attend school, he/she must pay for a background check and results must be returned to the school by the due date for other prom forms. Reasons and explanations that would result in a student not being in good standing are as follows:

Excessive Truancy – if the system truancy officer has filed court papers on the student or if the person is 18 or older and has been sent to the Alternative school for truancy.

Major academic issues – if a student is not on track to graduate with his/her cohort due to grades.

Discipline issues – if the student has been sent to the Alternative school for a total of 6 (six) accumulated days or more during a school year.

The prom is a formal event and both students and dates should dress accordingly. Accepted attire for gentleman is a tuxedo, suit, or sports jacket and dress pants. Accepted attire for ladies is formal dress, cocktail dress, dressy pant suit or church dress.

Tattoos are allowed to be shown if located in an appropriate place on the body. Visible tattoos should not be vulgar or inappropriate. Piercings are allowed according to guidelines in the Jackson County Board of Education Student Handbook which states ONLY in the ears.

Anyone choosing NOT to abide by this Prom Policy will be asked to leave the prom and will not be given a refund for costs incurred.

Any drug/alcohol offence during the school year will result in the student not being allowed to attend the prom. This includes students testing positive through the drug testing program.

Revised 8/19/14

5.47 Student Early Release Program

The Jackson County School System Early Release Program allows students to leave school early providing they meet the following criteria:

- Student must be a senior
- Student's course needs must fit the current local school master schedule.
- Student must have sufficient Carnegie units to graduate without carrying a full load.
- Student must take four classes during the senior day, two first term and two second term. Student must be in school for half the day. Any exceptions must be approved by the Superintendent
- The Counselor and principal must conduct a review of the student's transcript with the student and parent/guardian before requesting Superintendent approval for participation.
- Student's parent/guardian, principal and counselor must sign the early release approval form before the Superintendent signs.
- Student's under the age of eighteen must have a work permit and abide by the child labor laws. A copy of the work permit will be on file with the principal.
- The principal or his/her designee will contact the employer weekly to verify employment.
- If a student becomes unemployed, the student is to return to school immediately. The principal/counselor will make a schedule for the student. Student may return to the early release program upon securing employment. The process for participation must be completed again.
- Student must leave campus immediately following the student's final class. A student may return to the school campus for extracurricular activities only.
- Student must check in at the office at the appropriate time if having release time in the morning half of the school day.
- Student code of conduct will be in effect of early release students while on campus and attending extracurricular activities.

- Student may be removed from participation in the early release program when deemed necessary by the principal and/or Superintendent.

Revised 7/16/15

5.48 Student Clubs and Organizations

The Superintendent of the Jackson County School System, local school principals, school staff members and students shall establish regulations for the operation of school sponsored clubs and organizations that operate for the welfare and the best interest of the students and the school. School sponsored clubs and organizations shall be under the direct control of school officials. Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization which denies membership on the basis of race, creed, color, national origin, political beliefs or other discriminatory basis.

All school sponsored clubs and organizations shall be under the control of the local school principal.

All school sponsored clubs and organizations must meet the following criteria:

A certified Board employee approved by the principal of the school shall sponsor every school club or organization. Every organization must have the approval of the sponsor in advance for the time and place of all meetings and all social and athletic events and other activities of the organization.

All meetings shall be on campus and the sponsor shall be present throughout such meetings. All other activities held outside the school or off campus must have prior approval of the principal. A sponsor, or substitute sponsor approved by the principal, shall be present throughout all activities.

Every school sponsored club shall have a constitution approved by the Student Council, if any, and by the principal of the school. Such constitution shall be kept on file in the school office.

1. The constitution shall contain a statement that all members must be students who are presently enrolled in the school of sponsorship.
2. The constitution shall contain qualifications for membership. Such qualifications shall not deny membership because of race, color, creed, national origin, political beliefs or sex.
3. The constitution shall contain a statement of the purposes of the club. The purposes shall not be contrary to the welfare or best interest of the students or the school, or in conflict with the authority or responsibility of the Jackson County Board of Education or its employees.

4. The constitution shall contain a statement that there is no affiliation with any non-school club, any political or religious organization, or with any organization which denies membership on the basis of race, color, creed, national origin or political belief.
 5. The constitution shall provide that the collection and dispersal of school sponsored club funds shall be in accordance with the regulations set forth by the State, the Jackson County Board of Education and the local school.
 6. The constitution shall provide that any speaker who is not a member of the student body, faculty or administration of the school must have the approval of the sponsor and the principal.
 7. Every club shall act only in accordance with its constitution and shall abide by all rules and regulations of the Jackson County Board of Education and the school.
- Every school club, organization or activity formed to foster the values inherent in ethnic cultures in an effort to recognize ethnic contributions to the American way of life shall promote a policy of open membership.
 - Authorization to conduct activities as an organization recognized by the school administration may be denied or revoked if:
 1. The organization participates in, advocates, aids or knowingly permits conduct by its members or others subject to its direction and control, which is contrary to the best interests of students or which is in conflict with the authority or responsibility of the Jackson County Board of Education or any of its officials or employees.
 2. The organization participates in, advocates, aids or knowingly permits activities by its members or others subject to its direction and control, which are not authorized by the constitution of said organization which has been approved by the Student Council, if any, and the principal of the school.
 3. The organization fails to comply with any Jackson County Board of Education policy or such rules and regulations as may be developed by local schools.

5.49 Outside Participation in Athletics – Non Member Schools

The Jackson County School System offers athletic opportunities for students enrolled in the Jackson County Schools. These programs fall under the governance of the Alabama High School Athletic Association (AHSAA). The outside participation rule of the AHSAA states:

“A student who is a member of any school athletic team (grade 7-12) may not participate (includes practice) on a non- school team in the same sport during the season of that sport. A student who is a member of any school athletic team may not participate in an outside sport activity in the same sport during the season of that sport.”

This rule prohibits participation in AAU teams, recreation teams, club teams, and other such teams during the sport season of a particular sport as declared by the AHSAA. Included in the outside participation rule is a section known as the “Independent Rule”. This portion of the rule allows a student who is a member of any school tennis, golf, swimming, track, cross country, or wrestling team to participate as an independent in two outside activities during the season of a sport with permission of the school principal. The schedule of the school team, including its championship play, takes precedent over any outside participation of an individual.

The AHSAA does not allow a student to participate in athletics for any school except the school which he/she attends on a daily basis. Students enrolled in the Jackson County School System must meet stringent eligibility requirements in order to participate. The AHSAA does not allow a student to attend one school and participate at another; therefore, the Jackson County Board of Education declares that a student must participate in the athletic program offered by the Jackson County School System or forfeit his/her right to participate as an eligible athlete for a calendar year in the Jackson County School System. A calendar year (365 days) begins immediately on the last day of students’ participation in athletics outside the Jackson County School System.

5.50 Athletics

The Jackson County Board of Education believes that the purposes of athletics are to promote school spirit and to provide an opportunity for selected students to participate in a leadership development activity. The board approves and supports activities designed to accomplish these purposes. In an effort to protect students who may participate as athletes and to protect the interest of the board employees and the board, the following procedures are adopted as Board Policy:

All athletic programs will adhere to the academic and eligibility requirements as specified by the Alabama High School Athletic Association.

All athletic activities will adhere to the safety standards and guidelines as recommended and required by the Alabama high School Athletic Association and to the use of all required and approved safety equipment for said athletic programs.

All athletic programs are to be placed under the direction of a board employee designee must be in attendance and directly supervise all functions, practices and performances.

All students participating in school athletics must be insured under a catastrophic student accident policy. Junior high and high school athletic participants are required to participate in the school accident insurance program or file with the school principal a statement from the student's parent or guardian that said student is adequately protected against accidents that may occur while participating in said activity.

5.51 Athletic Eligibility

All rules set by the AHSAA will be followed when pertaining to athletic eligibility of students in Jackson County Schools. Some areas are not addressed by the AHSAA. These areas are addressed below:

Students of direct feeder school (Bryant, Bridgeport, Hollywood, Macedonia, Rosalie and Stevenson.

- Seventh and Eighth grade students from a direct feeder school may not participate in a school sport at the high school level until their school's sport season is over. (Example: an 8th grader at Bryant cannot play basketball at NSM High until his/her basketball season has ended at Bryant)
- If the feeder school does not offer the sport being offered by the high school, the student may participate at the upper level. (Example: if a student at Rosalie wants to play softball and Rosalie does not have a team, the student could participate in that sport at Pisgah)

For Students of non-direct feeder schools (Flat Rock and Dutton)

On August 20, 2008, a ruling was made by the AHSAA that will allow 7th and 8th grade students at non-direct feeder schools to participate in a sport at the high school they are zoned for and plan to attend as a freshman, if that sport is not offered at their middle school (football baseball or softball) However, AHSSA has rules that must be followed in order for the student to participate.

For a student from a middle school to be able to participate at the high school they plan to attend, the following rules must be followed:

- The prospective student/athlete's parent or legal guardian must sign a document that establishes the student's eligibility at one of the two schools. This document must be filed in the school office. Once eligibility is established the student may not transfer his/her eligibility to another school without forfeiting a year of eligibility unless a bona fide move, as explained by the AHSAA rules.
- Student/athlete must also have on file in the school office a copy of the original birth certificate as well as an up to date physical signed by a doctor and parent.
- The student/athlete must also meet all other AHSAA guidelines in regards to academics and behavior. (example: and 8th grade student at Dutton wanting to play football at Section would have to declare their eligibility to Section school and would not be eligible to participate in sports at Pisgah as a freshman. They would be required to sit for a one year period as defined by the AHSAA)

5.52 Cheerleading

The Jackson County Board of Education believes the purposes of cheerleading are to promote school spirit and to provide an opportunity for selected students to participate in a leadership development activity. The board approves and supports activities designed to accomplish these purposes.

In an effort to protect students who may participate as cheerleaders and to protect the interest of board employees and the board, the following procedures are adopted as board policy.

- Each cheerleading squad is to be placed under the direction of a board employee who will serve as the coach or sponsor of each squad.
- Each cheerleader sponsor or coach must be in attendance and must actively direct all cheerleading functions, practices and performances. In the sponsor's absence, the principal will appoint another board employee to direct the activity.
- Use of mini trampolines, springboards or any height increasing apparatus by cheerleaders is prohibited.
- Prior to participating in any cheerleader activity, each student must present evidence from a properly licensed physician that the student is in appropriate cardiovascular condition to participate in cheerleading activities.
- Each cheerleading sponsor or coach should maintain a low impact, aerobic conditioning program for the cheerleading squad for which they are responsible.
- Aerobic warm up and stretching exercises, under the direction of the sponsor, should precede all practices and performances.
- All tumbling, acrobatic and/or gymnastic activities conducted by cheerleading squads must be performed under the supervision of a qualified instructor. It is the principal's responsibility to see that the instructor has acquired the necessary training through proper certification by the state or national governing body, academic qualifications, attendance and participation in clinics, seminars held for cheerleading instructors sponsored by the state or national governing body, or other similar training. The current safety guidelines of the National Federation of Cheerleading must be followed.
- All students participating in cheerleader activities must be insured under a catastrophic student accident policy.

5.53 Anti- Harassment Policy

Anti- Harassment

Harassment, Violence, and Threats of Violence Prohibited

No student shall engage in or be subjected to harassment, 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 Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

Definitions

- a. The term “harassment” 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, written, electronic, verbal, sexual, or physical acts that are reasonable perceived as being motivated by any characteristic falls into one of the categories set forth. To constitute harassment, 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 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. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- c. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- d. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.
- e. The term “student” as used in this policy means a student who is enrolled in the Jackson County School System

Description of Behavior Expected Students

- a. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, 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 reasonable perceived as being motivated by any personal characteristic of the student that is identified in this policy.

- b. Violence, threats of violence, harassment and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the 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.

Consequences for Violations.

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

Reporting, Investigation, and Complaint Resolution Procedures.

- a. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, 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 their 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 principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonable prompt time period 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 reasonable calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- c. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outline in the Code of Student Conduct.
- d. 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 will inform the student's parent or guardian of the report.

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

This policy and any procedures, rules and forms developed and approved to implement the policy will be published, 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 Jackson County School Web site.

5.70 Student Records

An accurate cumulative record shall be maintained for every child enrolled in the schools of the Jackson County School System.

No one but authorized school personnel, parents or legal guardians shall have access to the cumulative record without a subpoena or the written permission of the student or his/her parents. In those cases where the student is of legal age (18 or older), rights formerly afforded to parents shall be afforded to the student.

Student records shall include all official records, files and data directly related to children including all material that is incorporated into each student's cumulative record folder.

If the student is under legal age 18, parents or guardians shall have the right to access within a ten day period from the date on which such request is received. Access shall include the right of examination, the right to challenge content and the right to make copies of the record content interpreted.

Challenges of record content shall begin at the lowest level, that of the local school. In the event said challenge is not resolved; the matter shall be appealed to the Superintendent who shall conduct a hearing with the parent and the principal relative to the challenge.

Should the conference with the Superintendent of the Jackson County School System fail to resolve the issue, normal appeal process similar to the grievance procedures shall be followed.

Record data may be released to State Education Agencies and other governmental agencies in accordance with provision of PL 93-380.

Record content cannot be released to any other third without the expressed written consent of the parent or guardian. When such consents are received, they shall be filed in the student's record.

All persons, with the exception of school personnel, who examine a student's record, shall with approval, sign a written form indicating their specific interest for said review, name, position and the date of examination.

5.71 School Visitors

It shall be the policy of the Jackson County Board of Education that all visitors in any school building, or any part of the school campus, must report directly to the school office for written permission to visit said campus. A visitor is any person who is not a student, employee or local official of the school.

Any person in violation of this policy shall be considered as trespassing and shall be subject to arrest and prosecution.

5.75 Emergency Drills

The local school principal and staff shall plan special drills to assure the orderly movement and placement of students to the safest available areas.

Fire drills will be conducted according to the new guidelines (HB91) set forth by the Alabama State Department of Education. Fire exit plans are posted in all rooms occupied at any time by students.

During Civil Defense Drills local school principals shall cooperate with local Emergency Management Agency (EMA) to plan and implement drills that would help to insure the safety of students and staff in the event of a national or local emergency.

Severe Weather Drills order that action to be recommended be effectual in the correct time frame. The following storm warning used by the Bureau of Weather Services are defined in order of severity:

- Severe Thunderstorm Watch – means that weather conditions are such that a severe thunderstorm may develop
- Severe Thunderstorm Warning – means that a severe thunderstorm has developed and will probably affect those areas stated in the weather bulletin.
- Tornado Watch – means that weather conditions are such that a tornado may develop.
- Tornado Warning – means that a tornado has been sighted and may affect those areas stated in the weather bulletin.

Recommended Actions

- Severe Thunderstorm Watch – those in charge are to review the severe weather plan of operation
- Severe Thunderstorm Warning – relocate all students from portable classrooms and play areas to the main school building or building designated as a storm location building.
- Tornado Watch – notify all teachers of impending weather conditions.
- Tornado Warning – all students are to be relocated to the inner corridors or areas designated as the safest places by the Civil Defense Authorities.

Tornado Warning Period: General and Drill Procedures

During the warning, students should be seated on their knees, heads down, facing the corridor walls or inner walls of the building. If available, coats and jackets should be used to cover student's heads, arms and legs from flying missiles of glass and other debris. Students will not be allowed to leave the designated areas while Jackson County is under a tornado warning, unless released into the direct custody of the parent/guardian. Signature of parent/guardian will be required.

Tornado Drills

Procedures for tornado drills are developed and conducted in accordance with ALSDE guidelines. All schools conduct drills at least two times per year during any of these specified months; September, October, November, January, February and March. Communications, first aid, and other similar concerns are then addressed at the direction of the principal

Each school shall establish, with the assistance of EMA personnel, procedures to be operant during the alert period. First aid, communications, floor leaders and similar concerns must be worked out in each school, under the direction of the principal.

The local school principal shall determine warning systems relative to emergencies.

Revised 7/16/15

5.76 Emergency Closings

See Title 52, §61(13-14) of the 1940 Alabama School Code

Temporary Closings

The decision to cancel or close a daily school session because of inclement weather, and/or other similar common emergencies shall be at the discretion of the Superintendent of the Jackson County School System.

In the event a school(s) must be cancelled or closed because of an emergency during the time the Superintendent is unavailable, the administrative assistant in charge shall have the discretion to cancel or close a daily school session for such emergency.

Procedures

If it becomes necessary to close or delay school session caused by an emergency, the following notification procedure will be used:

- Every effort will be made to notify parents, students, and school personnel at the earliest possible time through various means of technology.
- Local radio and television stations will be requested to announce school closings during their early morning broadcasts.
- The announcement will identify the school(s) to be cancelled
- The announcement will identify reason for cancellation.
- The announcement, if possible, will identify the expected date school(s) will re-open.

The Superintendent of the Jackson County School System and/or his/her designee will notify local school administrators and transportation officials as soon as possible.

Local school administrators should instruct all student and school personnel of the notification procedures.

5.80 Safety Issues in Classrooms

Refer to the Jackson County Board of Education Safety Plan.

5.90 Career Tech

Jackson County Board of Education CTE Equipment and Maintenance Policy Statement

To ensure that skills taught in CTE courses are consistent with prevailing business and industry standards the Jackson County Board of Education does hereby adopt the following procedures for maintenance, repair, updating and replacement of equipment.

Equipment Maintenance and Repair

Each instructor shall, as needed, submit an equipment maintenance or repair request form, stating the item in question and an estimated cost for parts and service, to the CTE director.

If applicable, each instructor shall develop a periodic maintenance schedule for the servicing of tools, machines, and equipment.

The director or designee shall periodically inspect labs, shops, and classrooms to determine if tools and equipment are being stored properly and maintained in workable order. It is the responsibility of the CTE director and instructor to insure that all facilities, tools, equipment, and instructional materials are maintained in a safe and operable condition.

Equipment Updating and Replacement Procedures

The CTE director and instructor for each department shall, collaboratively, complete a needs assessment, annually, to determine when instructional supplies and equipment should be replaced based on course requirements, curriculum guidelines, state equipment list, and advisory committee recommendations.

The CTE director and instructor shall jointly develop an annual budget for each instructional program. All local, state, and federal CTE funds will be reflected in the budget. When possible, consideration should be given to setting aside a portion of funds for large, long range expenditures that may be needed to update equipment.

Purchase orders shall be prepared for all goods and/or services purchased in the name of the Jackson County Board of Education career-technical departments. A separate purchase order shall be prepared for each vendor and shall be signed by the CTE director. The superintendent has the final responsibility for approving or denying all purchases and/or services. However, approval or denial must be made in terms of budgetary allocation, needs, desirability, and contribution to the program.

Instructors shall report facility maintenance needs on building maintenance request form to the building principal. The principals will forward the request to the Board of Education maintenance supervisor who shall implement the repairs as expeditiously possible. Requests for major repairs, building modifications, or additions shall be submitted by the director to the superintendent and/or Board. The superintendent must approve minor alteration, which involve changing the original building plans.

Care of Facilities and Equipment

Each instructor and the building supervisor must ensure care and protection of school property. Abuse, misuse, and neglect of school furnishing and property is not to be tolerated and should be reported to the administration.

Willful Damage to School and Personal property

Each student in CTE program shall be responsible for respecting school and live work production property at all times. When school or live work property is damaged, destroyed, or defaced by a student, the student and/or their parent/guardian shall be required to make full restitution for the willful damage to the school or personal live work property. The student shall also be subject to probation, temporary suspension, expulsion, or other disciplinary action that may be deemed necessary and advisable by school officials.

Approved 2/16/16

Jackson County School System Live Work Policy

LIVE WORK - CAREER/TECHNICAL EDUCATION

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

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

A. Definition

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

B. Relationship to Training

Live work will be conducted when in the opinion of the instructor the training program requires such projects for students to acquire occupational skills leading to employment. Live Work will be assigned to individual students by the instructor(s) as

part of the student's training program and will conform to standards established by the State Board of Education. Live Work will be scheduled for an individual or group of students to correlate with the instructional unit with which the live work is associated. Live work shall be accepted in terms of its appropriateness and need in the training program rather than for production and/or accommodation.

C. Administration

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

D. Eligible Live Work Recipients

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

- a. Students
- b. Those persons directly connected with education
- c. Other tax supported programs and institutions or charitable organizations.
- d. Other individuals and organizations if:
 - i. Such live work is not designed for competition with private enterprises
 - ii. The circumstances involved justify the acceptance of the live work project; and
 - iii. The instructor can justify why the live work is necessary for the training program.

E. Release of School Liability

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

- a. Accept the work performed by the students and assume all responsibility for the completed workmanship.
- b. Bear all actual cost of materials and parts involved.
- c. Pay the service charge according to the schedule as prescribed by section F.
- d. Sign an agreement to the above conditions and specifically stipulate the work to be performed.

F. Service Charge for Live Work

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

a. Actual cost of parts and/or materials, plus twenty (20) percent for service charges.

b. For projects that do not involve costs of parts and/or materials, a service charge may be collected at the discretion of the instructor.

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

G. Restrictions on Live Work

Live work will not be conducted to compete with private enterprise; and, as such, neither the school system nor school employees will receive economic profit from live work. Live work is restricted as follows:

a. Live work may be performed only when tasks are directly related to the skills currently being taught in the classroom as part of a sequenced course of study. Tasks should not be taught out of sequence in order to accommodate live work.

b. No person shall use career/technical facilities, equipment or any live work for personal gain or profit.

c. Live work conducted for student experiences must be conducted during actual class periods.

Approved 2/16/16

Jackson County Board of Education

CTE Safety Policy

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

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

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

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

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

Approved 2/16/16

6.0 PERSONNEL

6.01 Ethics

One of the characteristics of the profession is that it defines its service in terms of its social function. The educational profession is increasingly adopting this point of view and is thus growing in professional stature.

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

The Jackson County Board of Education supports the idea that all school personnel are the primary examples for the students at school and school functions. As mandated by state law, the Jackson County Board of Education shall not tolerate the use of tobacco products, illegal drugs or alcohol by any employee at school and school functions. In addition, appropriate dress and language is required for all employees.

6.02 Conflict of Interest

The Board prohibits school district employees from engaging in additional employment or any other personal pursuits for the following reasons:

- Adverse effect of efficiency or usefulness as employees in the district
- Time and/or energy demands which might interfere with effectiveness in performing contractual obligations to the Board
- Adverse effect of professional standing or employment status
- Violation with or conflict of professional ethics

Employees shall not engage in any other employment or in any private business during the hours required to fulfill assigned educational duties.

6.03 Grievance Procedures

The Jackson County Board of Education recognizes that harmonious relations with its employees can be maintained and improved through effective communications. The interest of all parties can best be served by sincere efforts of all concerned to promote understanding and cooperation. The following grievance procedure has been adopted as a means to examine and resolve possible problems that relate to the administration of personnel policies of the school district.

Definitions

“Grievance” is a claim or dispute concerning the interpretation, application, or claimed violation of the personnel policies of the school district. Other matters for which other means of resolution are provided or foreclosed by statute or administrative procedures shall not be considered grievances. A grievance does not include matters involving the Board’s right to establish educational policy and prescribe rules and regulations for the conduct and management of the schools.

Employees covered by this procedure shall mean permanent employees of the Board.

Immediate supervisor is that employee possessing administrative authority to direct the activities of the grievant.

Procedure

All grievances shall be handled in accordance with the following procedure:

INFORMAL 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 among the employee, the principal, and the superintendent. An employee who feels that he/she has a grievance should present the matter orally to the immediate supervisor or whoever is in a position to deal most effectively with the problem. The immediate supervisor shall hear and attempt to resolve the grievance within five days from the time presented and advise the grievant of the decision within forty-eight hours thereafter. If the grievance is resolved, or if no further action is needed, the matter is closed. If an employee feels that his/her grievance has not been resolved, he/she may resort to the formal procedure as outlined below.

FORMAL

Step 1. Any employee shall promptly present to his/her immediate supervisor, the grievance in writing. Such notice shall be presented not later than five working days following the conclusion of the informal

grievance procedure. The employee and his/her immediate supervisor shall again attempt to resolve the grievance. The immediate supervisor shall make a proper disposition of the grievance and shall reply to the employee in writing within five working days following the date of submission. If the grievance is not submitted within the time prescribed, the employee shall be deemed not to have any further right with respect to said grievance.

Step 2. In the event the employee wishes to appeal the decision at Step 1, the appeal must be presented in writing to an administrative officer of higher rank than the employee's immediate supervisor. Such appeal shall be within five working days of the receipt of the Step 1 decision. Such appeal shall contain a statement of the grievance and specific references to the section of the Board's personnel policies, which the employee claims to have been violated. The administrative officer shall schedule a meeting with the employee as promptly as is reasonably possible to attempt to resolve the grievance. At this conference, the employee may appear alone or may be accompanied by any person of his/her choice. Notice of the conference shall also be given to all parties involved in the alleged grievance. The administrative officer shall issue a written decision to the employee within five working days after the conference. Unless the grievance shall be so appealed, it shall be deemed to have been settled, and the employee shall have no further right with respect to said grievance.

Step 3. In the event the employee wishes to appeal the decision at Step 2, the appeal must be presented to the Superintendent in writing, within five working days of the receipt of the Step 2 decision. A copy of the Step 3 appeal, together with decisions from Step 1 and Step 2 and the name of the accompanying individual, if any, must simultaneously be submitted to the Superintendent. The Superintendent shall schedule a meeting with the employee within ten working days to attempt to resolve the grievance. Notice of the Step 3 conference shall be given to the employee, as well as to the individuals who rendered the Step 1 and Step 2 decisions. The Superintendent shall issue a written decision within ten working days after the conference with the employee. Unless the grievance shall be so appealed, it shall be deemed to have been settled, and the employee shall have no further right with respect to said grievance.

Step 4. In the event the employee wishes to appeal the decision at Step 3, the appeal must be presented to the Superintendent as secretary of the Board within five working days of the receipt of the Step 3 decision. A copy of the Step 4 appeal, together with copies of the grievance, the Step 1, Step 2, and Step 3 decisions, and the name of the representative of the employee, if any, must simultaneously be submitted to the Superintendent. The employee's appearance to present his/her appeal before the Board of Education will be scheduled in accordance with regular procedures adopted by the Board. The employee may appear alone at this conference or be accompanied by counsel of his/her own choice. The Board shall issue a written decision within thirty days after the conference with the employee.

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

6.04 Rights and Responsibilities

Drug-Free Workplace

It is the policy of the Jackson County Board of Education to maintain a drug-free workplace. Unlawful manufacturing, distribution, dispensing, possession or use of any and all controlled substances in the workplace is strictly prohibited.

The Board will establish a drug-free awareness program to inform employees of the following:

- The dangers of drug-abuse in the workplace
- A policy of maintaining a drug-free workplace
- Available drug counseling, rehabilitation, and employee assistance
- Penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
- Provision of workshops

As a condition of employment, the Jackson County Board of Education shall require that each employee sign a statement that indicates the understanding of this policy. By this signature, each employee agrees to abide by the terms of the statement and notify the employer within five days when said employee is convicted of a drug-related violation occurring in the workplace.

Any violation of this policy could result in the following penalties:

- Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by any health, law enforcement, or other appropriate agency
- Taking appropriate action against such an employee, up to and including termination

Sexual Harassment

The Jackson County Board of Education is strongly committed to maintaining a school/work environment where sexual harassment of a student or employee is not permitted by any other individual.

The Board shall investigate all allegations of sexual harassment and take appropriate action against any employee who engages in sexual harassment. Sanctions against an employee for violation of this policy may include verbal or written warning, transfer, suspension, or termination of employment.

Definition Sexual harassment is defined as any unwelcome sexually oriented behavior, requests for sexual favors, display of sexually offensive photographs, pictures, drawings, comments, or physical contact of a sexual nature.

Sexual harassment exists when:

- The advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile, or otherwise offensive work or educational environment.
- Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment or academic achievement.

- Submission to or rejection of such advances, requests, or conduct is used as a basis for employment decisions affecting the employee, or academic decisions affecting students.

Complaint Procedures

An employee, who believes he/she has been or is being subjected to any form of sexual harassment, shall immediately report the matter to the employee's immediate supervisor, the school principal, or the Superintendent. Any employee who becomes aware of or suspects that another employee or student is being sexually harassed shall immediately report the information to the supervisor, principal or Superintendent. An employee's request to make his/her report of sexual harassment to someone of the same sex as the employee shall be granted.

No employee alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint.

The principal/supervisor shall begin an immediate investigation concerning the complaint. The Superintendent or his/her designee, in cooperation with legal counsel, shall review the completed investigation and take immediate and appropriate action, if warranted. A written response to the employee's complaint shall be provided to the employee. The employee may appeal the decision within ten (10) days of the receipt of the decision by filing a written notice of appeal with the Superintendent. The Superintendent shall present the decision and notice of appeal to the Board at the next scheduled meeting. The Board shall make a final decision and notify the employee in writing.

No employee shall be subject to adverse employment action in retaliation for any good faith report of sexual harassment under this policy. If possible, all reports of sexual harassment shall be kept confidential.

Work Place Relations

While it is not the intent of the Jackson County Board of Education to interfere unnecessarily with the private lives and personal relationships of students or employees, these factors can adversely affect the school environment.

Significant personal relationships (including romantic or sexual relationships) which exist between students and employees shall not be tolerated.

Significant personal relationships (including romantic or sexual relationships) which exist between an employee (non-relative) and any member of administration/supervision are ill advised and should be avoided. Consensual relationships may adversely affect the work place environment and have the potential for extremely serious consequences if these result in subsequent sexual harassment charges. Any allegations will be investigated and must stand the test of the perception of a third party.

Possession of Firearms and Weapons

No employee shall be permitted to have on his/her person or on school property, a firearm or deadly weapon at any time. A deadly weapon is anything manifestly designed, made, or adopted for the

purpose of inflicting death or serious bodily injury. Personnel violating this policy shall be subject to disciplinary action, up to and including termination.

Tobacco Products

In accordance with the Alabama Law, the Jackson County Board of Education prohibits possession and use of tobacco products by all persons on school property. Property includes all offices, building, grounds, and vehicles.

Employees violating this policy shall be subject to disciplinary action.

6.06 Staff and Community Relations

The following statements represent the philosophy of the Jackson County Board of Education regarding the desired relationship of its employees to the community served:

- Refrain from discussing private school problems, school affairs and fellow teachers in such a manner as to create an unfavorable attitude toward them on the part of the people in the community.
- Discussion of pupils or teachers with other pupils or teachers shall be for constructive purposes only. Derogatory comments of any sort shall be avoided at all times.
- No employee shall permit personal differences to reflect unfavorably upon the work of the school, including the efforts of other teachers or administrators. Neither shall such personal differences be expressed within the community in an unfavorable manner. Any alleged grievances shall be handled through the procedures specifically designed for this purpose by the Jackson County Board of Education. They shall not be discussed in the community.
- Every employee shall strive to defend and protect the public school through evidenced belief in the ideals, policies, and services of the school. Corrections of errors shall be sought only in a professional manner.
- Sincere efforts should be made to acquaint parents and other citizens with the actual work and achievement of pupils. Employees should answer questions honestly, based on facts rather than hearsay.
- In all contacts with parents and other citizens, employees shall maintain an attitude of courtesy, sincerity, and understanding.
- Employees shall be certain that all information is correct prior to any release to the press or other media. Information shall be neither biased nor slanderous.

These policies in no way detract from the Jackson County Board of Education's recognition that employees, like all other citizens, are free to exercise their rights guaranteed by the Constitution. However, they do not guarantee the right to defame or otherwise damage the good name of another. The Jackson County Board of Education has provided a carefully organized procedure for grievance expression, guaranteeing procedural due process to both the aggrieved and the other party to the issue. This procedure shall be the only vehicle for The following statements represent the philosophy of the Jackson County Board of Education regarding the desired relationship of its employees to the community served:

6.07 Solicitations

The Board prohibits any employee of the school district from directly or indirectly reaping personal profit or reward from the sale or purchase of goods or services to students in the school district or to parents of such students.

Employees are further prohibited from directly or indirectly supplying a list(s) of names and addresses of students and/or parents in the school district to persons, firms, corporations, associations, or organizations which are engaged directly or indirectly in the business of selling school supplies or school-related articles, equipment, or items.

The Jackson County Board of Education shall not permit commercial advertising or selling on school property during school or office hours without prior approval of the local school principal.

6.08 Gifts by staff members

Employees should always adhere to the *Code of Ethics for Public Officials and Employees, State of Alabama*, when giving or accepting gifts from individual students, student groups, or student organizations.

No employee shall use school funds encumbered for other school related purposes to purchase gifts for themselves, other employees, or students.

6.10 Posting Vacancies

All vacancies will be posted according to state law. Vacancies do not include reclassification Duties, reassignment or re-employment pursuant to legal mandate.

Recruitment

The Superintendent will establish and maintain a plan for actively recruiting promising personnel for employment by the board.

6.15 Qualifications

According to the Alabama State Law, all teachers, supervisors, administrators, and other professional personnel employed in the public schools shall be required to hold valid teaching certificates. No contract shall be valid until the certificate is secured.

Temporary personnel may be employed under the rules prescribed by the Alabama State Board of Education.

In accordance with the law, no person who is less than eighteen years of age shall be employed to teach.

Certificate Renewal

Each certified person must meet applicable state requirements for certificate renewal. It is the responsibility of each certified teacher to maintain and file in the school office an updated folder of all

professional development activities. Validation of fifty (50) clock hours of professional development is required upon renewal of certificate.

For personnel holding an administrator/supervisor/leadership certificate, five (5) Professional Learning Units (PLU's) will be required for renewal as set by the Alabama State Department of Education.

Certificate Filing and Content

A current certificate must be filed with the Superintendent of the Jackson County School System.

Teachers must meet all certification requirements set forth in the Alabama School Code and State Board of Education Regulations.

Highly Qualified Status

In order to assure that the Jackson County instructional staff members are provided the opportunity to meet the requirements of the *Alabama Model of Highly Qualified*, funding will be made available to instructional staff for taking college courses or specific tests to meet these standards. Funding will be provided by *No Child Left Behind* programs.

6.16 Duties

1. All school employees will model the student dress code by example.
2. Grades/Attendance/Lesson Plans should be updated in a timely manner.
3. Establish objectives and plan learning experiences based on individual and class needs.
4. Implement activities using a variety of techniques that utilize instructional time to meet objectives.
5. Establish and maintain standards of student behavior to achieve an atmosphere conducive to learning.
6. Exhibit positive human relation skills.
7. Evaluate the educational program and/or student progress.
8. Communicate with parent/guardians, colleagues, and community groups.
9. Demonstrate proficiency in written and oral communication.
10. Maintain and submit required records and reports.
11. Adhere to school system rules, administrative procedures, local board policy, and federal, state, and local rules and regulations.
12. Plan and accomplish personal professional growth and demonstrate professional ethics and leadership.

6.20 Employment of Personnel

The Board recognizes the Superintendent as the chief executive officer of the Board, and places upon him/her the responsibility for recommending the appointment of personnel (exception: Custodian of Funds). He/she may assign to others certain duties respecting the appraisal of the qualifications of candidates; however, the decision of the Superintendent is final. All recruitment and hiring practices shall adhere strictly to applicable equal employment opportunity policies and regulations.

S. 7 (Act 98-147) requires that K-12 public schools and two-year colleges post personnel vacancies. The provisions of this Act require that:

- All K-12 public schools and other public schools receiving Foundation Program funds and two-year colleges to post personnel vacancies.
- Each local board of education, through its executive officer, must post a notice of vacancy for each vacant personnel position.
- The notice shall be posted at each school campus or work-site fourteen- (14) calendar days prior to filling the position.
- Personnel vacancies occurring during the school year shall be posted seven (7) days prior to filling the position.
- Provisions of the Act may be waived in dire emergency situations.
- Jobs of a supervisory, managerial, or otherwise newly created position must be posted fourteen (14) days prior to filling position.

HIRING

For all positions hired within the local school, the Principal has the ultimate responsibility of interviewing applicants and making a recommendation to the Superintendent. The Superintendent will then submit a recommendation to the Board as the final decision.

If the Board rejects the Superintendents recommendation, the Superintendent will consult with the principal for another recommendation.

Recommendations for County-wide personnel will be made by central office supervisors in consultation with the local school principal.

The Committee, appointed to recommend changes in Jackson County Board of Education's Personnel Selection and Transfer Policies, proposes the following additions/updates to existing policy and revised as of January 27, 2015:

6.21 Hiring Procedures

- * All personnel vacancies shall be posted no later than fourteen (14) calendar days after the effective date of the vacancy occurring. The Superintendent of Education may, at his discretion, post any anticipated vacancy after receiving a notice of separation from service from an employee, prior to the effective day of the vacancy.
- * All personnel vacancies shall be posted on the State Department of Education website, the Jackson County School Board's website and on school/worksites bulletin boards which are placed in conspicuous and readily accessible locations.

- * Applicants under consideration for approval by JCBOE shall not be notified of the recommendation intent to be made to the Board until 24 hours after the last applicant has been interviewed. **Approved 5/26/16**
- * The recommending official (principal, superintendent or committee) in the personnel selection process shall complete and sign the approved form provided with the employment package which certifies his/her/their recommendation for the vacant position.
- * An information packet shall be prepared by the Superintendent or his designee on each vacancy being recommended to be filled. This packet shall include, but not necessarily be limited to, the following:
 - A copy of the completed employment application for each applicant
 - A copy of each applicant's resume, if submitted
 - A copy of letters of recommendation for each applicant if submitted
 - A copy of teaching certificate or a document that states that certification is in completion process for teachers and administrators, or a copy of other pertinent credentials on other non-degreed positions, for each applicant.
 - A copy of each applicant's criminal background check
 - A copy of the vacancy posting
 - A copy of the signed recommendation form

This packet shall be made available for Board Members' review not later than forty-eight (48) hours prior to the board meeting at which time the applicant will be recommended for employment.

- All transfers to vacant personnel positions shall be posted according to Title 16, Section 16-22-15, and Attorney General Opinion 2002-069 and be approved by the Board.
- The Composition of the Committee to screen Principal applicants and Methodology of Screening shall be as follows:

The Superintendent will construct a screening committee to conduct interviews and assess candidates who apply for a principal vacancy. The screening committee will be composed of three community persons – two selected by the Superintendent or his designee and one selected by the Board Member who represents the respective district wherein the vacancy occurs or the At-Large Board Member. The screening committee will provide the Superintendent with the names of the top three candidates for a given position along with its recommendation of the person to fill the position, on the approved form to be provided to the

Committee. The Superintendent will then choose one of the three finalists and present his recommendation to the Board for approval.

Approved 2/23/15

6.25 Policy Compliance

All employees shall familiarize themselves with and abide by board policies and administrative procedures. Failure to abide by applicable law, policy, and procedures may result in termination.

6.30 Staff and Faculty Meetings

An administrator and/or supervisor may call a staff meeting when he/she feels such meetings are warranted. Attendance by employees may be required.

Meetings requiring employee attendance should be planned and announced as far in advance as possible in order to allow employees to appropriately plan their individual schedules.

6.35 Schedules and Overtime

Each professional employee of a school is to report to work at least 15 minutes prior to the opening of school. Said employees shall remain at the school for at least 15 minutes after close of each day. This schedule may be adjusted for employees who have been assigned other duties by their supervisor.

School personnel will be on duty and available to supervise and care for students transported via school system owned buses.

Each teacher shall be provided a minimum of thirty (30) minutes each day free of instructional or supervisory responsibilities.

6.36 Substitute Positions

Regular attendance of the teacher is a vital factor in the educational growth of students. When a teacher must be absent, it is his/her responsibility to notify the principal or his/her designee as soon as possible.

Each substitute teacher must have a valid Substitute Teacher Certificate issued by the State Department of Education. Principals or their designated representatives shall call substitute teachers from an approved list. Certified teachers shall be used as substitutes whenever possible.

It shall be the responsibility of the principal and the regular teacher to ensure that the substitute teacher has the necessary instructions and materials to teach effectively, including textbooks, lesson plans, class rolls, schedules and an outline of local school procedures. Substitutes shall be paid at a rate set by the Jackson County Board of Education.

6.40 Private Tutoring

Teachers tutoring for non-board remuneration are restricted to tutoring only students who are not enrolled in their classes. Such tutoring may not occur during regular school hours or on school property.

6.41 Non-Teaching Supplemental Duties

Compensation in the form of supplements may be paid for non-instructional supplemental duty to include such duties as athletic coaching, sponsorship of athletic support organizations as well as scholastic support activities. The rate of compensation provided by the Board for such supplemental duties shall be set by the salary schedule for each individual athletic or non-athletic position as provided in the Supplemental Salary Schedule to be approved annually by the Board. The schedule approved by the Board for each position shall limit the Board's monetary responsibility for supplemental payments but shall not limit additional contributions toward those positions to be provided by individual schools or the addition of positions to be funded solely by the individual schools. The Supplemental Salary Schedule shall establish a minimum salary supplement for each position whether funded from Board funds or local school funds. The principal of each school shall make his recommendations for supplemental assignments for each position to the Superintendent and a contract for each position shall be approved by the Board, regardless of the source of funding for each position.

No person shall be engaged for non-instructional supplemental duties or in any manner participate in supplemental assignments unless they shall first execute a contract recommended by the Superintendent and approved by the Board which shall be in compliance with the Supplemental Salary Schedule adopted annually by the Board. Each school will be limited to the funds allocated under the standard supplemental schedule but, at the Principal's discretion, may choose to allocate their allotment under the Optional Schedule, but in no event will the Board's financial obligation be any greater than provided for in the standard schedule. The Principal of each school shall be responsible for his or her school's adherence to the provisions of this portion of the Policy.

All supplement assignment contracts within the Jackson County Schools must first be approved by the Board as submitted on a list provided and recommended by the Superintendent, with such individuals being allowed to begin work under the same conditions as other employees described elsewhere in the Policy Manual.

Such supplemental duties are considered additional non-teaching assignments to be made and approved by the Board on an annual basis or otherwise as the needs of the school require. Such supplemental duties are not considered to be part of a teaching or administrative contract or appointment, and no tenure, continuing service status, non-probationary status or contractual right to continued employment or compensation for such supplemental assignment will be recognized or implied in the absence of a separate written contract of employment specifically providing for such rights. Non-instructional contract employees who are not otherwise employed as a regular employee of the Board shall not be entitled to any fringe benefits such as retirement benefits, sick leave, annual leave or medical insurance.

Approved 9/25

6.45 Evaluation

Certified Staff

The State Department of Education's evaluation program will be used for evaluating certified staff performance.

6.50 Transfer

Voluntary

Upon written recommendation of the Superintendent, the Board may grant an employee a requested transfer if the employee possesses the required qualifications for the desired position and if a vacancy exists. All requests for voluntary transfers shall be carefully considered and reviewed on a nondiscriminatory basis.

Involuntary

Only in accordance with the Code of Alabama and upon the recommendation of the Superintendent, may the Board transfer an employee from one position, school, or grade to another by giving written notice to the teacher of such intention to transfer. Such transfer shall be without loss of status or violation of contract and shall not be for political or personal reasons. An employee being involuntarily transferred must be notified within the first twenty (20) days of the school year.

Any teacher transferred from one school to another, whether voluntary or involuntary, shall only be entitled to transfer with him/her those materials, supplies, and equipment purchased with his/her own personal funds. Materials, supplies and equipment purchased with grants will remain at the local school to which the grant was awarded. Items purchased with National Board Certified supplements will follow state guidelines.

6.55 Resignation

The Board prohibits any professional employee from canceling his/her contract during the school term for which said contract is in effect, or for a period of thirty (30) days previous to the beginning of such school term, unless such cancellation is mutually agreed upon. Any employee shall be permitted to cancel his/her contract at any other time by giving five (5) days written notice to the Board. Any such employee canceling his/her contract in any other manner than herein provided shall be guilty of unprofessional conduct, and the State Superintendent by authority of the Code of Alabama may revoke or suspend the certificate of the employee

6.56 Employment Status

6.57 Termination and Suspension of Professional Personnel

Upon written recommendation of the Superintendent, the Board may terminate the contract of personnel in its employment for the following reasons: (1) immorality, (2) incompetence, (3) insubordination, (4) willful neglect of duty, (5) justifiable decrease in the number of teaching positions, (6) failure to perform duties in a satisfactory manner. (7) other good and just causes.

Charges shall be stated in writing when required, as in the case of tenured personnel, and the employee so charged shall be given an opportunity to be fully and impartially heard by the Board, following not less than ten days written notice. Notice of the charges against him/her and the opportunity for a hearing shall be served upon the employee by registered mail within five (5) days of the presentation of the charges to the Board. The hearing may be held at the next regular meeting of the Board or at a special meeting called for that purpose.

The Superintendent has authority to temporarily suspend school personnel when, in his/her opinion, the circumstances necessitate immediate action. Such suspension shall be without loss of pay, pending a hearing by the Board upon the charges filed by the Superintendent.

6.58 Termination and Suspension of Classified Employees

Probationary support personnel may be terminated any time the employee's supervisor, the Superintendent and the Board deem it to be in the best interest of the district. A fifteen-day (15) written notice of termination must be given to the employee.

Support personnel on non-probationary status may only be terminated according to provisions authorized within state statutes.

A support employee, who wishes to terminate his /her service with the Board, shall notify his/her supervisor in writing at least fifteen (15) days prior to the date of termination. The supervisor shall then notify the Superintendent or his/her designee of the intention of the employee.

The Superintendent must provide the Board a written recommendation for termination, and the Board will accept or reject the recommendation.

All required records and reports shall be completed and duly filed, and all school district property shall be appropriately accounted for before final checks shall be paid to personnel leaving the school system.

6.60 Reduction in Force

PROFESSIONAL PERSONNEL

The Board shall have the authority to terminate, demote, or reassign professional personnel (individual contracts notwithstanding) to achieve the necessary reduction in staff when the following circumstances arise:

- financial limitations
- declining enrollment

- closing of a building
- serious and legitimate business or legal reasons
- natural disasters

Procedure

Attrition by resignation, retirement, and/or voluntary leaves of absence shall be the first method used to reduce the force.

As a prerequisite to all other considerations, the Board shall determine, upon the recommendation of the Superintendent, the type of instructional service within the organizational categories in which personnel is to be reduced.

In accomplishing the necessary reduction, non-tenured personnel shall be terminated first, but due consideration shall be given to level and type of certification and to the subjects taught by such personnel.

Recall

Any reduction in personnel shall be procedurally accomplished in accordance with Alabama Code §16-24-8 to –10.

SUPPORT PERSONNEL/CLASSIFIED EMPLOYEES

The Board shall have the authority to terminate, demote, or reassign support personnel to achieve the necessary reduction in staff when the following circumstances arise:

- financial limitations
- declining enrollment
- closing of a building
- serious and legitimate business or legal reasons
- natural disasters

Procedure

Attrition by resignation, retirement, and/or voluntary leaves of absence shall be the first method used to reduce the force. Based on the philosophy of maintaining the best educational program possible, the Board, upon recommendation of the Superintendent, shall identify the work area(s) and work site(s) from which staff members are to be reduced in force at respective times. For the purpose of reduction in force, the following items are defined:

- a. Work Areas - Child Nutrition personnel, custodians, bus drivers, secretaries/bookkeepers, building maintenance, automotive mechanics, and aides
- b. Work Sites - Central office to include: Child Nutrition personnel, secretary/bookkeepers, administrative secretaries, building maintenance, automotive mechanics, supervisors, and foremen

Local schools to include: Child Nutrition personnel, custodians, secretaries, bus drivers, secretary/bookkeepers, and aides

All staff members within the identified work area(s) and site(s) shall be rank- ordered from greatest amount of service time to least amount of service time within the school system.

The staff member(s) with the least amount of time, based on initial date of employment as reflected in the Board minutes, shall be given first consideration to be reduced in force.

A staff member desiring to displace another staff member with less service time and in the same position must be capable of fulfilling the duties of the employee he/she seeks to displace and must submit a written request for such transfer within five (5) days of the notice of reduction in force. The Board shall be responsible for notifying employees of positions for which they qualify to displace another employee. The rank order list shall be available for review at the Central Office.

6.65 Personnel Records

The Superintendent of the Jackson County School System or his/her designated representative shall have responsibility to initiate and maintain a current personnel record file on each employee of the Jackson County School System. Such records shall be considered confidential and shall not be transmitted to other persons or agencies without the written consent of the employee involved.

All information regarding certified and non-certified personnel shall be collected, maintained, and disseminated under such safeguards of privacy as may be obtained through informed consent, verification of accuracy, limited access, selective discard, and appropriate use. Records may be transferred at the request of the employee and by the employer to another employer.

After signing appropriate request forms in the personnel office, employees shall have the right to examine the contents of their personnel file, except application references. Such references shall not be made available to employees or other persons or agencies. No anonymous material shall be added to an employee's file.

Any anonymous complaint or material shall immediately be transmitted to the executive officer. Materials deemed worthy of investigation must be investigated by the executive officer. Investigative findings must be reduced to writing and attached to complaint materials. Any anonymous complaint that is not investigated within a thirty-day (30) period shall be removed from the personnel file.

Under no circumstance shall an employee request permission to review his/her personnel file during times when the employee should be fulfilling employment-related duties.

Any material, except application references, derogatory to an employee's conduct, service, character, or personality shall be placed in his/her personnel file only if the employee has had an opportunity to review the material, affix his/her initials, and add written comments. The initialing shall in no way be interpreted to indicate agreement with the contents of the derogatory material.

6.70 Professional Development Opportunities

The Board maintains a program of professional development of its professional and support personnel. This program shall comply with state law and regulations of the State Department of Education.

The Jackson County School System shall conduct system-wide and local school in-service activities, which may include, but are not limited to, workshops, study groups and curriculum committees, pre-school conferences and planned faculty meetings.

It is the responsibility of each certified teacher to maintain an updated folder in the school office of all professional development activities. Validation of fifty (50) clock hours of professional development is required upon renewal of certificate.

For personnel holding administrator/supervisor/leadership certificate, five (5) Professional Learning Units (PLU'S) will be required for renewal as set by the Alabama State Department of Education.

The Jackson County Board of Education will follow state requirements for Professional Development concerning certificate renewal.

6.71 Work Product

Work Product and materials developed by board employees for the school system shall be the property of the school system and not of the individual.

6.75 Annual Leave

Board Approved Professional Leave

The Board recognizes the Superintendent as the chief executive officer of the Board and places upon him/her the responsibility for granting professional leave.

The Board may grant professional leave to an employee to attend any educationally related conference, meeting, or convention, if such attendance is considered to be in the best interest of the school district. Personnel serving as Board representatives at educational meetings or on a visiting committee to another school system may be paid all or any part of incurred expenses. In all such cases, the Superintendent must give prior approval for said expenses.

The Superintendent shall be authorized to reassign employees to attend Board functions and provide substitutes if necessary. Such assignments shall be considered Board approved professional leave.

Application and notification to attend a conference or similar educational meeting must have prior approval.

Personnel of the school district shall be permitted to serve on two accreditation committee per year, unless the Superintendent and Board grant special permission.

Annual leave of absence

The Board may grant leaves of absence for periods of one year for justifiable reasons, which may be, at the Board's discretion, extended to a second year without loss of continuing service status. Such leaves shall be without pay. An employee for whom a leave of absence is approved may return to the school district in a position comparable in prestige and salary to that held at the time leave was granted.

Annual leave of absence for other employment will not be granted.

An employee wishing to return to a position in the school district at the beginning of the next school term shall notify the superintendent in writing within 60 days of his/her desired date of return.

Personal Leave

The Board shall permit each employee who works twenty (20) hours weekly to be absent two days per year to attend to personal or business affairs. The Board shall pay the substitute's salary for each of these days. If these days are not used, all employees may either convert these days to sick leave days or all employees other than 12 month employees may receive compensation at the same daily rate paid a substitute.

Teachers should attempt to plan personal leave so that the educational process shall experience a minimum of disruption.

Personal leave with deduction

Three days shall be provided which employees may use for personal leave. Substitute pay shall be deducted from the employee's salary.

Maternity Leave

Any disabilities and associated problems related to pregnancy, as determined by a physician, shall be recognized by the Jackson County Board of Education as any other temporary disability. The following guidelines shall be applicable to such situations:

- A. The employee and the attending physician shall determine the length of time an employee may work. The welfare of the students is paramount, and the impairment of personal efficiency demands those students' welfare be considered above personal desire.

- B. Sick leave may be taken during the “temporary disability,” i.e., when the employee is unable to perform adequately. This refers to the period of time when the employee is under a doctor’s care, hospitalized, or confined to bed due to pregnancy, childbirth, or related reasons.
- C. All leave policies relative to pregnancy or related disorders shall comply with Title IX regulations relative to all pertinent provisions.

A medical certificate from the attending physician attesting to the physical fitness of the employee must be filed with the Superintendent upon the employee’s return to the system.

Maternity leave may be granted upon request by the employee.

NOTE: The Equal Employment Opportunity Commission has ruled that, “for all job-related purposes, pregnancies are disabilities, and no plan which bars one sex from coverage conforms to Title VII of the Civil Rights Act of 1964.”

Military Leave

If an employee of the Jackson County Board of Education is inducted or called into active military service, he/she shall be entitled up to, but not to exceed twenty-one (21) days military leave with pay and without loss of annual leave days. After twenty-one days, the employee shall be placed on military leave without pay or accruable benefits for the duration of his/her active military duty. Within ninety days from the date of termination from active military service, the employee must petition the Board, in writing, of his/her desire to be reinstated as an employee of the Jackson County Board of Education. Upon receipt of a written request for reinstatement, the Jackson County Board of Education shall restore said employee to his/her former position or a position of a comparable status.

Vacation Leave

All twelve-month employees shall be entitled to earn twelve (12) days per year vacation leave. This leave shall be accrued at 1 day per calendar month, plus holidays that are approved for state employees. If school is in session on a state holiday, twelve month employees shall accrue that day.

The period for the purpose of accumulating vacation days shall be from August 1 to July 31. The maximum number of days accumulated on July 31 shall not exceed twenty (20) days.

Upon a twelve month employee’s separation from employment or upon an employee’s transfer out of a twelve month position into a position of less than twelve months, such employees shall be entitled to compensation for unused vacation days up to a maximum of twenty (20). Compensation for each unused vacation day shall be the employee’s daily rate of pay.

Any twelve month employee must have prior Superintendent approval for more than five (5) consecutive vacation/personal days.

Local Jury Duty

Employees shall receive Board approved leave to serve on a local jury and shall receive the regular compensation to which he/she is entitled, in addition to any monies received for jury service.

Federal Jury Duty

Any employee who is required to serve on a Federal Jury shall receive the regular compensation to which he/she is entitled, in addition to money paid for expenses as a Federal Juror. The employee must reimburse the Board for attendance fees received as a Federal Juror. This leave is Board approved.

Court Appearances

All employees shall be granted Board approved leave to answer a subpoena.

Election Officials

Employees shall be granted Board approved leave to conduct elections.

Bereavement Leave

Two days per year may be used for bereavement. Substitute pay shall be deducted from the employee's salary for each of the two days used.

Bereavement leave shall be granted in case of death to family members or where unusually strong personal ties exist.

Sick Leave

Sick leave is the absence from regular duty by an employee for the following reasons:

- Personal illness
- Bodily injury which incapacitates the employee
- Bereavement
- Attendance to an ill member of the immediate family
- Other extenuating circumstances as approved by the Superintendent
-

Employees may accumulate sick leave at the rate of one day per month.

Sick leave shall not be used until it has been earned, except as may otherwise be provided by policies governing sick leave.

Upon proper verification from the previous employing board of education, personnel may transfer sick leave days from another Alabama school district.

Upon retirement, an employee who has remaining sick leave may donate those days to a person who has requested Catastrophic Sick Leave.

Sick Leave Bank (SLB)

The Sick Leave Bank is designed to provide a loan of sick leave days to contributors of the bank after all their accumulated days have been exhausted, and more specifically, to provide such leave in cases of

catastrophic illness or accident. Any member of the SLB who deposits days will always be insured of retaining those days for transfer to another eligible employer or for retirement credit (no days are ever lost).

The SLB Committee is comprised of five members, four who are elected, at-large by secret ballot vote of the SLB members and one appointed by the board as recommended by the Superintendent. The committee makes all decisions regarding Sick Leave Bank guidelines and policies, subject only to an approval vote of a majority of the SLB members.

Eligibility

- A. An employee who has committed 5 days may be permitted to borrow up to fifteen (15) days from the bank (5 on deposit plus 10 from the bank). An employee who does not have 5 days to deposit but wishes to join the SLB by pledging to deposit the first five days earned, will be eligible to borrow up to 10 days plus any of the five days on deposit at the time they are needed. Days may be borrowed from the SLB or catastrophic leave days given to the SLB member for himself/herself or for any other person for whom sick leave is eligible to be taken.
- B. Employees must enroll or withdraw from the sick leave bank from August 1 through August 31. New employees may join at the time of employment and pledge the required 5 days to the SLB.
- C. Commitments for contributions must be made prior to the occurrence of any illness or disability for which the employee seeks to borrow days from the bank.
- D. The employee must have exhausted all of his/her sick, personal, or annual leave before becoming eligible to borrow leave days from the bank.
- E. It is not the decision of the SLB Committee whether or not to permit the member to borrow days from the SLB. A member may automatically borrow up to fifteen (15) days from the SLB, and may borrow more with a vote of the entire membership of the SLB, subject to the requirements of the law.
- F. An employee may not owe more than fifteen (15) days to the SLB. Repayment of borrowed sick leave days shall begin immediately with the first employee-earned sick leave day and continue thereafter until the debt is paid in full. Days borrowed from the SLB under catastrophic circumstances can be repaid with days donated by other members.

In case a contributor has been incapacitated, his/her agent or a member of the family may submit an application to the SLB committee on his/her behalf.

Upon the resignation or other termination of an employee who has an outstanding loan of sick leave days, said value of loan shall be deducted from the final paycheck at the prevailing rate.

Any member of the SLB who is retiring may withdraw his/her days.

The payroll department shall maintain records of all member contributions, withdrawals, and status of the Sick Leave Bank and shall make reports at the request of the SLB Committee.

The committee shall investigate all allegations of abuse of the sick leave bank. Should there be any finding of wrongdoing, 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 Jackson County Board of Education. It shall be the responsibility of the SLB Committee and the Board to protect the physical integrity of the sick leave bank.

Revised 7/16/15

Application Procedure

Members who wish to borrow days from the sick leave bank should notify the payroll office of the Board of Education in writing, specifying the general nature of the illness or disability and the anticipated number of days needed. A Doctor's excuse will be necessary for any borrowed days or days donated due to catastrophic leave.

Catastrophic Sick Leave Program

An employee must be a member of the sick leave bank in order to give or receive donated days. Members of the SLB, at their discretion, may donate a specific number of days to the Catastrophic Sick Leave Program to be designated for a specific member who is suffering a catastrophic illness as recognized and defined by the State Board of Education. Before sick leave days for a catastrophic illness may be received, the member who is to receive such days shall exhaust all sick, personal or annual leave days as well as having first borrowed fifteen days from the SLB. Donated days shall become available for use by the particular member who shall not be required to repay the days. Any member who donates sick leave days to the SLB for a particular member shall be made to understand that such donated days are not to be recovered; however, if a particular member does not require all of the days donated to his/her credit, the days shall revert to the credit of those members who donated the days in accordance with the guidelines adopted by the SLB Committee as provided in this chapter. No member may donate more than 30 sick leave days to the Sick Leave Bank for the catastrophic sick leave of any one member. The Jackson County Board of Education Sick Leave Bank is authorized to donate to and receive sick leave days from another SLB for use by a particular employee who is suffering a catastrophic illness.

No limit is established on the number of days a beneficiary member may receive from donors.

A beneficiary member may earn regular sick leave while on catastrophic leave, but must use the sick day as it is earned each month.

Part-time employees shall be included in the Catastrophic Sick Leave Program.

Unused days shall be reverted on a percentage basis to the respective donors.

Ex: An employee is donated fifty (50) days – twenty-five (25) days by one donor, fifteen (15) by another, ten (10) by another. The employee only uses forty (40) days. The remaining days will be given back to the donors on a percentage basis. Donor 1 would receive five (5) days, Donor 2 would receive three (3) days, and Donor 3 would receive two (2) days. Portions of days less than one-half would be rounded down. Once the beneficiary employee returns to work, a period of thirty (30) workdays must pass before unused days are returned to the donors.

The donating member must complete the Catastrophic Sick Leave Transfer Authorization form, which may be Maternity Leave obtained from the Superintendent's Office.

For maternity leave, an employee may qualify for catastrophic donated days ONLY in case of complications with the pregnancy or delivery. With the exception, if the spouse is also a member of the SLB, he may donate enough days to allow the mother to be on leave for six weeks from date of normal delivery. The employee must follow general rules regarding the use of available leave first, and then borrowing the 15 days from the SLB before receiving donated days. (Example: If leave available is 2 sick, 2 personal, 2 with deduction and 15 days from SLB, donated days needed would not be more than 9 days for the 6 weeks off. It could be fewer, if there are holidays during the 6 week period. Spouse is also allowed to donated days to cover the 15 days borrowed from the bank.)

Family and Medical Leave Policy

The Jackson County Board of Education complies with the Family and Medical Leave Act of 1993. All full-time employees who have been employed for twelve (12) months prior to requesting leave may apply for up to twelve (12) weeks of unpaid leave during a twelve (12)-month period for the following family and medical emergencies:

- Birth and first-year care of a child
- The adoption or foster placement of a child
- To care for an employee's son, daughter, spouse or parent who has a serious health condition
- An employee's serious health condition that prevents he/she from working

The Board may allow or require that paid leave be taken before granting unpaid leave. Unpaid leave granted in compliance with the Act, when combined with paid leave available to an employee, shall not exceed a combined total of twelve weeks.

In the instance of birth, adoption and foster placement, the entitlement to leave for child-care expires at the end of the twelve (12)-month period beginning on the date of birth or placement. Entitlement for leave associated with illness of a child occurs only where the child is under eighteen (18) years of age or incapable of self-care due to mental or physical disability.

In cases where the Board employs both spouses, the combined amount of leave for childbirth, adoption, and foster placement or to care for a sick parent is limited to twelve (12) weeks.

Employees should provide thirty (30) days notice for foreseeable leaves. If the employee is unable to provide thirty (30) days notice, he/she must inform the Board as soon as possible.

Upon the approval of the Superintendent, employees may take reduced or intermittent leave when medically necessary. The Superintendent and/or Board of Education may require medical certification. Employees on family or medical leave shall continue to accrue the same health coverage and benefits. If an employee chooses not to return to work, the premium that was paid for maintaining health coverage must be repaid. If the reason the individual does not return is a serious health condition that entitles the employee to medical leave, the health premiums shall not be recovered. On return from leave, employees are entitled to be restored to their original position.

Because the end of the semester is a critical time for both teachers and students, the following conditions apply to requests from instructional employees seeking to return from leave within the last three weeks of the semester:

1. If any category of family or medical leave is taken for longer than three weeks and begins five or more weeks prior to the end of the semester, the district may require the employee to wait until the following semester to return.
2. If any category of family or medical leave (except personal sick leave) is taken for longer than two weeks and begins five weeks before the end of the semester, the district may require the employee wishing to return within the last two weeks, to wait until the following semester.
3. If any category of family and medical leave (except personal sick leave) is taken for less than three weeks before the end of the semester and the period of leave is greater than five working days, the district may require the employee to wait until the following semester.

When an instructional employee's leave falls within one of the three categories above, the required additional leave (for example, the last two weeks of the semester in category 1) is considered part of the available twelve week unpaid leave period per year.

PROCEDURES

A request for Family and Medical Leave must be presented in writing to the employee's immediate supervisor, who shall then discuss the matter with the Superintendent. Notification of return from Family Medical Leave must be given to the employee's immediate supervisor within thirty (30)-days of his/her intent to return to work.

The following terms are provided for clarification:

Educational Authority or Authority - Each city and county board of education; the Alabama Institute for Deaf and Blind; the Department of Youth Services School District; the Alabama School of Fine Arts; the Alabama High School of Mathematics and Science; each two-year post-secondary institution under

the authority and auspices of the State Board of Education; each public four-year post-secondary school, post-secondary school, or college.

Employee - Any person employed by the educational authority on a full-time or part-time basis.

Catastrophic Illness - Any illness or injury which causes the employee to be absent from work for an extended period of time and certified by a licensed physician.

6.76 Job Related Injury

An employee injured on the job shall notify the principal or superintendent within 24 hours of the injury. If the employee is clinically unable to make such notice, another person may make the required notice on behalf of the injured employee.

A written statement from a licensed physician attesting to the nature of the injury and the time required for recuperation is to be provided to the Superintendent. A written request for salary continuation must provide information which substantiates that the injury was job related. The Board may, at its expense, require the certification of the disabled condition of the employee by a second physician.

Any non-reimbursed medical expenses and costs, which the employee incurs as a result of an on the job injury, may be filed for reimbursement with the Alabama State Board of Adjustment.

6.70 Drug and Alcohol Free Workplace

In compliance with the Omnibus Transportation Employee Testing Act of 1993 as a condition of employment, the Jackson County Board of Education reserves the right to require designated employees to sign an Application/Employee Consent Form and to submit at any time to drug tests to determine the presence of prohibited substances.

Objectives:

- To create and maintain a safe, drug-free working environment for all employees
- To encourage any employee with a dependence on or an addiction to, alcohol or other drugs to seek help in overcoming the problem
- To reduce problems of absenteeism, tardiness, carelessness, and/or satisfactory matters related to job performance
- To reduce the likelihood of accidental personal injury and/or damage to property

- To comply with Federal regulations and requirements of the Omnibus Transportation Employee Testing Act of 1993
- To reduce the likelihood that school property shall be used for illicit drug activities.
- To protect the reputation of the school system and its employees

Enforcement

As a condition of employment, the Jackson County Board of Education reserves the right to require all designated employees (defined in its broadest sense as anyone who has a school bus driver's license with Jackson County Schools or anyone who drives a vehicle belonging to the Jackson County Board of Education on a regular basis) to submit to testing at any time to determine the presence of prohibited substances

Pursuant to Board policy and procedures, designated employees shall undergo testing:

- At the time of initial employment
- When the Board or its designee has reasonable cause to believe an employee has violated the drug and alcohol policies
- On a random basis without advance notice
- Following any reportable accident

The Board also reserves the right to search desks, cabinets, tool boxes, personal vehicles (including personal vehicles brought on the school system's property), bags, or any other property at the school.

Employees in violation of this policy, including refusing to submit to screening, to execute a release, or otherwise cooperate with an investigation or search by the administration shall be subject to disciplinary action. Disciplinary measures, including discharge, will be instituted in accordance with state and federal laws.

All employees who test positive in a confirmative substance test shall be subject to discipline, up to and including discharge. Rehabilitation at a pre-approved treatment provider may be available to individuals who violate the policy. However, unless other provisions are available to the effected individual, assistance will be limited to the degree of treatment provided within the School Board's Employee Benefit Plan. The Drug Program Coordinator should be contacted for guidance.

No employee may return to regular duties after any rehabilitation or testing positive unless certified by the School Board's MRO as being safe and drug-free. Any employee returned to duty after violating the policy or testing positive shall be subject to aftercare and random testing as set forth in a written probation agreement, which he/she will be required to execute.

Procedures for implementing the required drug testing shall be developed and approved by the Jackson County Board of Education.

Results of drug testing shall not be released by the Jackson County Board of Education beyond the MRO and the school system's management without the individual's written authorization.

JACKSON COUNTY SCHOOL BOARD DRUG AND ALCOHOL PROGRAM PROCEDURES

Introduction

Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs, or alcohol can impair judgment and reflexes. Even when not readily apparent, this impairment could result in serious and costly mistakes, particularly for employees operating vehicles or potentially dangerous equipment. These employees are a threat not only to themselves but also to others. For these reasons, the Jackson County Board of Education has adopted a policy that all employees must report to work completely free from the presence of drugs and/or the effects of alcohol.

Drug Use/Distribution/Impairment/Possession

All employees are prohibited from using, distributing, manufacturing, or possessing controlled substances (including abused prescription drugs, mind altering or intoxicating substances) while at the workplace.

Alcohol Use/Possession/Impairment

All employees are prohibited from possessing or being intoxicated by alcohol while at work. A Blood Alcohol Count (BAC) of .04 shall be accepted as presumptive evidence of intoxication for employees found to have alcohol present in their system while on duty.

Prescription Drugs

The Jackson County Board of Education prohibits the misuse of prescribed (or over-the-counter) medications and requires all employees using prescribed drugs to notify the School Board's Medical Review Officer (MRO) or their supervisor when these drugs may affect their job performance (ex. causing drowsiness).

Substance Screening

- **Applicants** -Substance screening is required for all designated final applicants, independent of or as part of a pre-employment physical examination. Applicants are required to sign a consent/release form before submitting to screening. Applicants will be disqualified for employment if they test positive, refuse to submit to a test, or refuse to execute the required consent/release form.
- **Drug/Alcohol Screening of All Employees** – All employees are subjected to drug/alcohol screening if supervisor observes circumstances that warrant action.
- **All Current Designated Employees**

1. Reasonable Cause

All designated employees shall be tested during the initial implementation of the program and be required to submit to screening whenever a supervisor observes circumstances that warrant such action. Reasonable cause testing may result from the following: performance decline, attendance or behavioral changes, co-worker complaints, supervisor observation, involvement in a workplace or vehicular accident, other actions which indicate a possible error in judgment or negligence, etc.

The supervisor(s) requesting testing shall prepare and sign written documents explaining the circumstances and evidence used in this decision. This documentation must be provided within 24 hours of the testing or before the results of the tests are released, whichever is earlier. When feasible, supervisors are encouraged to obtain a second supervisor as a witness.

2. Random Testing

The Jackson County Board of Education shall conduct random, unannounced screening of all designated employees. The Board shall administer employee testing to at least 50% of the work force during the first twelve- (12) months. No limit shall be set on the number of samples an individual is required to provide during the testing schedule. Subsequent testing shall be conducted at levels equal to or greater than the initial testing level. Employers Drug Program Management, Inc. shall provide computerized random sample lists to the Program Administrator. The list of employees in the random pool shall be updated on a monthly basis. Employees shall be required to report to the designated collection site for testing within two (2) hours following notification.

3. Post Accident Testing

Employees are required to immediately notify the Program Administrator of any accident. This policy requires an employee to undergo substance screening within three (3) hours of the occurrence of any accident that results in damage to any vehicle(s) and/or injury to any person. Any employee who fails to report an accident or submit to substance screening where required by law or this policy shall be subject to disciplinary action (including discharge). The Program Administrator shall complete an Accident Report in compliance with required School Board Policy.

Return to Duty Testing

All employees referred through administrative channels who undergo a counseling or rehabilitation program or who are suspended for abuse of substances covered under this policy will be subject to unannounced testing following return to duty for no less than 12 months and no more than 60 months. Such employees shall be tested at the frequency stipulated in the abeyance contract or as scheduled by

the MRO. Testing will be on a daily, weekly, monthly or longer basis at the discretion of the MRO and will be in addition to the other types of tests provided in this policy.

Driver (DOT Requirements)

Re-certification Physical Examinations

In addition to the Jackson County School Board random testing program, drivers may be required to undergo urinalysis as part of their C.D.L. re-certification physical examination.

C. Testing Procedures

General Guidelines

The School Board and its lab shall rely, when practical, on the guidance of the Federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs.

Substance Tested for all Designated Employees

Designated employees will be tested regularly for amphetamines, cannabinoids, cocaine, opiates, and phencyclidine. Employees may be tested for other substances without advance notice as part of a separate test performed by the School Board for safety purposes. Such tests will be coordinated with the Program Administrator.

Testing Procedure

Jackson County Board of Education reserves the right to utilize blood, hair, breath, saliva, or urinalysis testing procedures. Only urinalysis/breath analysis will be utilized in the pre-employment and random testing. All initial positive urine specimens will be confirmed by gas chromatography/mass spectrometry (GC/MS).

D. Collection Sites

The School Board will designate collection sites in areas where it maintains facilities or job sites where individuals may provide specimens.

E. Collection Procedures

The Jackson County Board of Education, Employers Drug Program Management, and the laboratory have developed and will maintain a documented procedure for collecting, shipping and accessing urine specimens. The Company, EDPM and the laboratory will utilize a standard Urine Custody and Control Form for all employee testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will also be used.

Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure as reasonable. Where the School Board has an employee collect the specimen, the School Board will provide instruction and training to that employee.

All designated employees will also be required to execute Jackson County Board of Education Applicant/Employee Consent Form.

Occasions when the collection personnel should directly observe the specimen being provided.

The School Board has adopted the direct observation procedures as set out in Section 40.25 of the Department of Transportation regulations. An employer or medical representative at the collection site may directly observe the employee actually provide the specimen where there is reason to believe that an individual may alter or substitute the specimen. Section 40.25 (e) (2) sets out the only four circumstances where direct observation is appropriate:

- 1) The employee has presented a urine specimen that falls outside the normal temperature range and the employee declines to provide a measurement of oral body temperature by sterile thermometer, or the oral temperature does not equal or exceed that of the specimen.
- 2) The last urine specimen provided by the employee (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatine concentration below .2g/L.(3).
- 3) The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye in specimen presented, etc.).
- 4) The employee has previously been determined to use a controlled substance without medical authorization and the particular test is being conducted as a part of a rehabilitation program or on return to service after any required rehabilitation.
- 5) A second specimen should be obtained under direct observation wherever there is reason to believe that the individual may have altered or substituted the specimen.

Where necessary, a Jackson County Board of Education representative or medical personnel may obtain a specimen outside of a designated collection site (such as, at a public restroom at an accident investigation).

Evaluations and Return of Results to the School Board

The laboratory will transmit by mail, or computer, but not orally over the telephone, the results of all tests to the School Board's MRO. The MRO will be responsible for reviewing the quantified test results of employees and confirm that the individuals testing positive have used drugs in violation of School

Board Policy. Prior to making a final decision, the MRO shall give the individuals an opportunity to discuss the result either face to face or over the telephone.

The MRO shall then promptly tell the Drug Program Coordinator which employees or applicants test positive.

Release of Test Results

Test results shall not be released by the School Board, beyond the MRO and School Board's management without the individual's written authorization.

However, all employees will be required to execute a consent/release form permitting the School Board to release test results and related information to the Unemployment Compensation Commission or other relevant government agency.

Discipline

The School Board will discipline, including discharge, employees for any violation of the policy, including refusal to submit to screening, to execute a release, or otherwise cooperate with an investigation or search by management.

All current employees who test positive in a confirmative substance test will be subject to discipline up to and including discharge. Rehabilitation, at a pre-approved treatment provider, may be available to individuals who violate the policy. However, unless other provisions are available to the effected individual, assistance will be limited to the degree of treatment provided within the School Board's Employee Benefit Plan. The Program Administrator should be contacted for guidance.

No employee may be returned to regular duties after any rehabilitation or testing positive unless certified as safe and not using drugs by the School board MRO. Any employee returned to duty after violating the policy or testing positive will be subject to aftercare and random testing as set out in a written Probation Agreement, which he/she will be required to execute.

Employee Assistance Program (EAP)

The School Board EAP shall include:

- education and training for employees regarding drugs and alcohol;
- education and training for supervisors regarding drugs and alcohol, including:
- effects and consequences of substance use on personal health, safety, and work;
- manifestations and behavioral causes that may indicate substance use; and
- documentation of training provided.
- a written statement on file and available at the School Board Office, outlining the EAP.

The Program Administrator should be contacted for further guidance.

Investigation/Searches

Where a supervisor has reasonable cause that an employee has violated the substance policy, he/she may inspect vehicles (including vehicles which an employee brings on the School Board's property), lockers, work areas, desks, purses, briefcases, tool boxes and other locations or belongings without prior notice in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock. Where the employee is not present or refuses to remove a personal lock, the Pupil Transportation Director will do so for him/her. The School Board may release any illegal or controlled drugs, or paraphernalia to appropriate law enforcement authorities.

All searches should be coordinated with the Program Administrator.

These procedures should not be construed as contractual in any nature. They represent the School Board's current guidelines in dealing with a developing problem under evolving laws and facts, and may be changed without advance notice.

6.80 Political Activities

Assemblies, school classes, and board materials, resources and equipment shall not be used for partisan political purposes.

While on duty, school employees may not engage in partisan political activities.

7.0 FISCAL MANAGEMENT

Generally accepted accounting standards will be employed for handling all board and school finances. All board and school accounts shall be reconciled to financial records. The Chief School Financial Officer shall be responsible for establishing a schedule and ensuring accurate monthly financial statements. All reports required by the State Department of Education will be completed in a timely manner with a copy to board members.

7.01 PUBLIC GIFTS

The Jackson County Board of Education may receive donations or services from individual donors for the use and benefit of employees of the Board. Such donations shall be evidenced by a written agreement between the donor and Superintendent, who is authorized in his or her discretion to enter into such agreement on behalf of the Board. All transactions shall be between the Board and the donor, and the employee shall not be a party to any such agreement, nor shall the employees receive and benefit directly from the donor.

Approved 9/12/13

7.11 Fiscal Accountability

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.

Any employee who knowingly or intentionally provides inaccurate or false information on any financial report will be subject to termination.

All financial records are public record.

7.12 Reserve Funds

The Jackson County Board of Education recognizes that the establishment and maintenance of adequate fund reserves is necessary to avoid disruption in the educational programs in the schools. The superintendent or chief school financial officer will inform the Board, before the Board votes on a budget or budget amendment, if the approval of the budget or budget amendment will prevent the establishment or maintenance of a one-month's operating balance. A one-month's operating balance shall be determined by dividing the General Fund expenditures and fund transfers out by 12. In determining the General Fund expenditures and fund transfer out, the proposed budget or budget amendment, shall be used.

7.20 Annual Budget

The superintendent is responsible for the preparation and presentation annually of the balanced school budget for its consideration. Budget development will incorporate the board's strategic plan initiatives and a plan to maintain one month's operating cost as a reserve fund. **Reference: Ala. Code 16-13-140**

7.21 Budget Adjustments

The superintendent will inform the board concerning the status of the budget and recommend adjustments as needed for board approval.

7.30 Investments

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.

7.40 Deposit and Expenditure of Funds

Deposits

Funds received for school purposes by school board officials and employees shall be promptly deposited in the proper bank account. 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

- a. The Superintendent or his/her designee may expend funds and enter into contracts involving amounts less than \$15,000.00 without prior Board approval which have been budgeted for operations so long as the Superintendent first provides notice by email to the CSFO and each Board member with a general description of each contract involving a contract amount between \$5,000.00 and \$15,000.00. All contracts for the expenditure of funds that involve a personal services contract in excess of 30 days,

contracts for the expenditure of funds in the amount of \$15,000.00 or more, or the expenditure of funds that are subject to the Alabama Bid Law must first be approved by the Board.

- b. All contracts of the Jackson County Board of Education for goods, services and public works shall be in compliance with the Alabama Bid laws including Alabama code Section 16-13B-1, et seq., and Alabama Code Section 39-2-1, et seq. The Superintendent with the assistance of the Chief School Financial Officer shall be responsible for assuring compliance with the Alabama Bid laws. No contract for goods, services or public works for the same project or for the same common purpose shall be divided or separated into smaller parts so as to avoid the Alabama Bid laws or any Board Policy.

Approved 8/9/2012

7.41 Authority to Expend Funds without Board Approval

The Jackson County Board of education grants authority to the Superintendent, subject to applicable laws, policies, and board approved budget limitations, to expend funds and enter into contracts involving amounts less than \$15,000.00 for budgeted operating expenditures, without advance board approval of specific expenditures so long as the Superintendent first provides notice by email to the CSFO and each Board member with a general description of each contract involving a contract amount between \$5,000.00 and \$15,000.00. Contracts for the following require prior Board approval before funds are expended or contracted for: personal services contracts exceeding 30 days; contracts for the expenditure of funds in the amount of \$15,000.00 or more; and all contracts subject to the Alabama Bid Law. All such expenditures shall be included in the monthly expenditure report to the Board.

Approved 8/9/2012

7.42 Regular Reconciliation of Bank Statements

All bank accounts of the Jackson County Board of Education and the schools shall be reconciled to the financial records. The chief school financial officer shall be responsible for verifying that monthly bank statements are reconciled to the financial records on a timely basis that ensures accurate monthly financial statements.

7.43 Review of Monthly Revenues and Expenditures

The superintendent shall have monthly reports of revenues and expenditures prepared for review by the Jackson County Board of Education. The monthly financial reports and annual budget shall be made available to the public on the local internet site.

7.44 Authorized Signatures

Checks drawn on the general fund or any special fund, with the exception of local school accounts, require the signature of the superintendent or the chief school financial officer. Checks drawn on local school accounts require the signature of the principal or principal's designee.

All checks used will be pre-numbered. Checks drawn on board funds may be signed and processed by electronic means, under the direction of the chief school financial officer or superintendent.

7.45 Local School Funds

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 designee who will provide for its prompt and proper deposit. Money shall not be left overnight in classrooms.

Principals are not authorized to enter contracts on behalf of the local school.

7.46 Activity Funds Management

All student activity funds shall be under the control of the local school principal. Such funds shall be accounted for in accordance with financial bookkeeping procedures approved for use by the Jackson County Board of Education. All fees collected shall be properly received and expended only through the writing of checks.

Expenditures of such funds shall be approved by the local school principal and activity sponsor and be expended for the purpose for which it is raised.

All funds of the Jackson County School System shall be subject to periodic financial audits by the superintendent, chief school financial officer and the Jackson County Board of Education. Said funds shall also be subject to the state audit.

7.47 Worthless Checks

The board of education authorizes the superintendent to charge a fee, \$30.00, 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.

Uncollected fund balances in the Child Nutrition Program will not be carried over from one fiscal year to the next. Monies will be taken from non-public funds at the end of the fiscal year to cover the amount of the worthless checks. When worthless check fees are received, such funds will be deposited into the non-public fund account.

7.48 CNP CASH OVER AND SHORT POLICY

CNP Cash Over and Short Policy

CNP employees who handle cash are expected to be careful and accurate and to settle their funds each day without overages or shortages. We recognize the possibility that differences may occur from time-to-time and have developed the following recommended procedures.

- Verbal Counseling should be given if an employee whose primary responsibilities include receiving and depositing CNP funds has cumulative cash over or short of \$25 or more in one month. A written response must be provided by the employee to the CNP Director no later than

24 hours after the occurrence. The events and responses should be documented in the department's files.

- Written Warning should be given if an employee whose primary responsibilities include receiving and depositing CNP funds has received three verbal counseling's for over or short instances OR the employee exceeds a cumulative total of \$100 or more over or short in any number of transactions in a single month. A written response must be provided by the employee to the CNP Director no later than 24 hours after the occurrence. The events should be documented in the employee's personnel file.
- Suspension without Pay for 3 business days is warranted upon the third written warning for over or short. The CNP Director must address each such occurrence in writing under the advisement of the Superintendent of Education.

Termination MAY be warranted for any single shortage of \$250 or more and/or continued over/short instances by any one employee. The CNP Director must address each such occurrence in writing under the advisement of the Superintendent of Education.

Approved 4/28/15

Jackson County CNP Charged Meal and Worthless Check Policy

PURPOSE

To provide students and parents in the Jackson County School District with the best possible service and accountability surrounding school meal payments.

POLICY STATEMENT

The Jackson County School District encourages parents to prepay meals for their children thereby eliminating situations that could develop during lunchtime because of negative balances or failure to bring money to school. Students and parents will be held accountable to pay for the meals provided through the Jackson County Schools Child Nutrition Program. Parents are encouraged to take advantage of the PayPam online pre-payment system offered by the Child Nutrition Program which is available on the district website.

STUDENTS WITH NO MONEY FOR BREAKFAST/LUNCH OR A NEGATIVE ACCOUNT BALANCE:

Any student wanting breakfast or lunch and not having money to purchase the meal will be allowed to charge up to \$-100.00 in the cafeteria point of sale system. Students may not charge ala carte items or extras for any reason.

1. The cafeteria manager will communicate with parents/guardians of students who incur negative balances at least once a week. This communication may include, but is not limited to, telephone calls and electronic and print forms of correspondence.
2. A list of negative account balances of more than \$-25.00 will be forwarded to each principal by the school cafeteria manager.
3. Once the balance notification has been sent out, parents/guardians will have five (5) days to pay or make arrangements to pay outstanding student balances.

In the event that a student owes more than \$100.00, the school cafeteria manager will contact the Child Nutrition Director. The CNP Director will mail a certified letter to the household giving ten (10) days to pay or make arrangements to pay the outstanding balance. Should the household not comply, the information may be turned over to the District Attorney.

END OF YEAR OUTSTANDING BALANCES

No charging will be allowed the last month of school to make certain all debts are paid in full by the end of the school year. At the end of each school year, the Child Nutrition Program will make every effort to collect outstanding debts. The Child Nutrition Program cannot carry over bad debt from one school year to the next.

In the event that a debt cannot be collected in full, the school cafeteria manager will use funds provided by the school principal or PTO fund to reconcile on the last day of the school year. The school principal may hold report cards and collect outstanding balances during the summer. All seniors will have to pay any debt in full prior to graduation.

Any parent/guardian experiencing financial problems may contact the school cafeteria manager to implement a payment plan. Parents are encouraged to apply for free and reduced price meals. Applications are available at the school as well as on the CNP page on the district website under CNP forms. Please call Jennifer Dutton at 256-259-9511 for any questions.

RETURNED CHECKS/INSUFFICIENT FUNDS

WORTHLESS CHECK PROCEDURES

The face value of a check returned for insufficient funds (NSF), closed account, or any other reason may not be absorbed as a cost by state, federal, or public local funds. An uncollected check is considered a bad debt. Bad debts are not allowed expenditures for any state, federal or public local funds. The procedures for handling bad checks will be as follows:

The writer of such check will be given 10 days from receipt of written notice to tender payment of the full amount of the returned check. The fee of a NSF check is the amount charged by the bank plus the amount of the check. The fee must be paid in cash, a cashier's check or money order within 10 days of receiving the notice.

Unless this amount is paid in full within the time specified above, the holder of such check may turn over the dishonored check and all other available information relating to this incident to the District Attorney for criminal prosecution.

A list of individuals who have submitted bad checks shall be maintained by the Child Nutrition Program in order to prevent the receipt of any further checks from those individuals.

Uncollected NSF checks remaining at the end of the fiscal year will be satisfied using non-public funds.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

Revised 2/16/16

7.50 Maintenance of Fixed Assets Inventory

The Jackson County Board of Education directs that all fixed or capital assets shall be inventoried annually. An inventory audit shall be made as required by the Board and shall be as comprehensive as deemed necessary to assure that all fixed assets are properly accounted for as required. Inventory records of fixed or capital assets shall be maintained in the schools board's central office. All equipment with a unit cost of \$5,000 or more is considered to a fixed asset.

Equipment items not classified as fixed assets due to the unit cost criteria must be controlled through a supplemental inventory, recording the type of equipment, the quantity of item by location and a cost (average, actual or replacement) for item. A copy of this supplemental inventory shall be on file in the Central Office.

Any items determined locally to be worn out, damaged, defective, or obsolete in any way, are to be identified as such on the inventory report and remain until the next year and/or until permission is granted by the Superintendent for the sale or disposal of said items.

7.51 Surplus Equipment and Supplies

Surplus equipment and supplies may be disposed of in accordance with state law and regulations.

The sale of surplus of equipment supplies may be conducted on a competitive basis or donated to appropriate nonprofit groups for a public purpose at the direction of the board.

Any remaining surplus property may be declared unusable and disposed of in a reasonable manner.

7.60 Salary Deductions/Payrolls

All voluntary deductions from salary must be approved in writing by the employee.

All payroll deductions for payments to various insurance companies are provided as a service to employees.

The board shall make salary deductions and annuity payments which are required by law, including federal income tax, state income tax, retirements, etc., in accordance with applicable laws and regulations.

Deductions made for employee organizations shall be made based upon membership lists and forms provided by the respective organizations. These lists shall be corrected, updated and returned to the respective organizations not later than September 15 of each school year. Deductions shall be made from the membership lists unless an employee revokes authorization for such deductions by providing a thirty-day (30) written notice of revocation.

Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay due.

When amounts have been correctly deducted and remitted by the board, the board shall bear no further responsibility or liability for further transactions. The board, while acting in good faith to make the subject deductions, shall not be liable for any error.

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, 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.

7.61 Recovery of Overpayments

When school funds have been paid, disbursed or released to employees in error, the board will notify the employee of such overpayment(s) and reach an agreement with the employee, if possible, regarding the amount and terms of repayment. Repayment will be in the form of withholding from the employee's subsequent paychecks unless the employee chooses to repay the funds directly in lump sum. The employee may review any documents or other evidence supporting the claimed overpayment and may object in person or in writing to the amount or manner of the proposed withholding or to provide an alternate plan of repayment. Unless the board's ability to recover the funds in question could be jeopardized by doing so, the board will arrange a reasonable schedule of repayment so as to avoid undue hardship to the employee.

If no objection to the proposed withholding is received, monies may be retained in the manner and to the extent described in the notification. If the employee objects to the proposed withholding, the superintendent or his or her

designee may, upon consideration of the objection and information and argument (if any) submitted in connection therewith, take such action as may be warranted under the circumstances and inform the employee in writing of the decision. If the employee is dissatisfied, he or she may contest the decision through the board's grievance procedure. Monies may be withheld by the board pending completion of this grievance process, provided that, should the board later remit to the employee monies that have been retained under this policy, such payment(s) shall reflect all appropriate deductions and shall include accrued interest from the date of withholding at the rate specified by the then-effective rate applicable to interest on unpaid judgments under Alabama law.

If, after exhausting reasonable efforts to do so, the board is unable to contact the employee, the board may retain or withhold from compensation or other payments due the employee an amount sufficient to satisfy the indebtedness: provided that any such retention or withholding shall be subject to review and reconsideration at the request of the employee.

The board reserves the right to require repayment of any outstanding indebtedness as a condition to reemployment of any former employee.

8.00 SCHOOL LANDS AND SITES

Accurate records of all board property, including deeds and plats of school sites will be maintained.

8.11 LONG-RANGE CAPITAL PLANNING

Prior to the beginning of each fiscal year, the local board of education shall submit to the State Superintendent of Education a proposed building program which sets out in detail the location of all present and proposed buildings; which indicates proposed educational centers and grades to be taught at these centers and which provides schools for all children of the local board of education.

8.20 RISK MANAGEMENT PROGRAM

The superintendent or his/her designee will implement a risk management program to cover the buildings and property owned by the board; transportation; general liability and errors and omissions liability.

Cumulative, up-to-date records will be kept of all insurance policies and documents on school buildings, equipment and insurable properties.

8.21 INVENTORY CONTROL

The superintendent is responsible for implementing and maintaining an inventory of all fixed assets and equipment on an annual basis. A yearly report will be provided to the board in accordance with state regulations and maintained in the Office of the Superintendent.

Principals are responsible for reporting changes in inventory and will be held accountable for any losses in inventory for which they are responsible. Other board employees may also be held accountable for losses of fixed assets and equipment for which they are responsible.

Losses should be reported to the appropriate personnel as they occur.

A physical inventory of all fixed assets and equipment will be made on an annual basis. Physical inventories of other supplies may be made at the discretion of the superintendent.

Fixed assets or equipment no longer used or un-repairable will be disposed of according to the Functional Analysis and Records Disposition Authority.

8.40 PUBLIC USE OF SCHOOL FACILITIES

The board authorizes the use of school buildings, facilities and grounds for educational, civic, community and cultural purposes. When school facilities are not in use by the school for required school operations and functions, they may be made available for other uses consistent with this policy, provided that no use shall be made that interferes with school operations.

The principal of the school or his or her designee shall be responsible for ensuring that facilities are used in a proper manner and that all uses of school facilities are properly supervised. Each individual school shall retain all rental funds received.

Any outside individual, group or organization (i.e., those not affiliated with the school system, including school board employees acting in their capacity as individuals) using school property shall be liable for any loss, damage, injury, or expense caused by or arising from such use. Facility use will be denied unless the group or organization assumes responsibility by written agreement, as authorized by the superintendent. Outside groups may be charged a rental fee to cover custodial and utility costs but said fees will not be assessed to school affiliated groups.

Any group or organization using school property must adhere to all reasonable safety standards and regulations and must leave facilities in a clean, orderly, and secure condition after each use. School facilities shall not be used for any unlawful purpose. Gambling, use of tobacco products, and use of alcoholic beverages are prohibited.

The school principal retains discretion to deny use of school facilities when such denial is in the best interest of the school system and/or community. The Board strongly recommends that facility use be limited so as not to interfere with regular church services in the local community.

Rental fee will be \$100.00 per use for individual groups or organizations. If a facility is rented for commercial use (defined as when 51% or more of the gate receipts leave the community), the charge will be \$300.00 per use.

Revised 7/16/15

8.41 FLAG DISPLAYS

Each school and each administrative office building of the board of education shall display the United States Flag and the Alabama State Flag during regular hours of operation in accordance with appropriate flag display protocol. Both the United States Flag and the Alabama State Flag shall be displayed on a flag pole or flag poles located near the main entrance.

8.50 TRANSPORTATION SAFETY

The board of education will provide transportation services for qualified pupils within its jurisdiction. The transportation department will adhere to all federal, state, and local laws pertaining to transportation safety.

8.60 FOOD SERVICES MANAGEMENT

The Child Nutrition Program will at all times be operated in compliance with federal, state and local laws and regulations.

8.61 SCHOOL SALE OF COMPETITIVE FOOD AND BEVERAGES

Refer to General Administration – Chapter 3.10 – Wellness Policy.

9.00 PUBLIC AND ORGANIZATIONAL RELATIONS

9.05 ADULT SEX OFFENDERS ON SCHOOL PROPERTY

Alabama Laws allows adult sex offenders who have been convicted of a sex offense involving a minor to be present on school premises when such offenders have a legitimate purpose of being there. However, the law also requires such offenders to follow certain procedures in order to be allowed to be present on school property and at school functions. The Jackson County Board of Education adopts this policy in keeping with Alabama law and to provide for the safety and security of the school environment.

A. No adult sex offender, after having been convicted of a sex offense involving a minor, shall loiter on or within 500 feet of the property of an Jackson County Schools property from which there is a school, childcare facility, playground, park, athletic field or facility, school bus stop, or any other facility having a principal purpose of caring for, educating, or entertaining minors.

B. To loiter means to enter or remain on property while having no legitimate purpose or, if a legitimate purpose exist, remaining on that property beyond the time necessary to fulfill that purpose. Failure to promptly leave the premises after such purpose has been fulfilled, or when asked by an authorized person to do so, could result in charges being filed under the law.

C. An authorized person includes, but is not limited to, any law enforcement officer, security officer, principal, teacher, school bus driver, coach or any person designated with the authority by school officials. The Jackson County Board of Education authorizes any and all employees, when acting in good faith, to ask an adult sex offender to leave school property when reasonably judged to be loitering.

D. Recognizing the Alabama law provides both for sex offenders to be on school property for legitimate purposes and puts certain legal requirements on sex offenders who wish to do so, the Board of Education adopts the following procedures. These procedures must be followed whenever school is in session, or when any K-12 school activity is occurring. For the purpose of this policy, “offender” refers to one who had been convicted of a sex offense involving a minor.

1. The offender must notify the principal or designee 48 hours before entering onto school property or attending the K-12 school activity. The offender must identify himself or herself as a sex offender convicted of an offense against a minor. When less than 48 hours notice is provided, the request will be reviewed by school administrators prior to the proposed visit and an approval or disapproval decision will be made by the school administrator.
2. The offender must immediately report to the principal or designee upon entering school property or arriving at the K-12 school activity.
3. The offender must comply with 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.
4. Procedures established by the school administrator to effectuate monitoring the offender while on school property or in attendance at the K-12 school activity must be limited to discreet monitoring of the offender.
5. Any person who is violations of any aspect of this policy is understood by the Board of Education to be in violation of the law. Employees authorized to do so by the Board of Education will, when possible, provide notice to the offender that he or she is loitering or is otherwise not in compliance with procedures and must leave. If the offender does not leave, school authorities may notify the appropriate law enforcement agency.

Ref: Ala. Code Section 13A-11-200

Approved 7/16/15

9.10 Parental/Family Involvement

The board encourages parental and other family member involvement in all facets of the child’s educational development and school life. The board urges staff to develop programs to involve parents and families when possible and to engage in ongoing communication.

9.10 Title I Schools

At the beginning of each school year, a parent meeting will be held at each school to discuss and explain the Title I program.

9.11 TITLE I PARENTAL INVOLVEMENT POLICY

In recognition that the parent is the child's first and most important teacher, and that the continued involvement of the parent is essential for the success of the child, the Jackson County Board of Education is committed to building a strong parent-school partnership. With consultation and input from parents, the following policies have been developed:

The Jackson County Board of Education shall implement programs, activities, and procedures for the involvement of parents in all schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). These programs, activities, and procedures will be planned and operated with meaningful consultations with the parents of participating children.

- Consistent with section 1118, the Jackson County Board of Education shall work with the schools to ensure that the necessary school-level, parental involvement policies meet the requirements of sections 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with sections 1118(d) of the ESEA.
- The Jackson County Board of Education shall incorporate this LEA parental involvement policy/plan into the current LEA plan developed under section 1112 of the ESEA.
- In compliance with the Title I, Part A parental involvement requirements, to the extent practicable, the school district and schools shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents can understand.
- As required by the NCLB Act of 2001, Title I, Part A schools must reserve at least one percent (1%) of allocated funds to increase parental involvement. The Jackson County Board of Education assures that the parents of children in these schools will be involved in the decisions made for the disbursement of these funds and to ensure that 95% of this allocated amount goes directly to the schools.
- The Jackson County Board of Education shall be governed by the following statutory definition of parental involvement, and ensure that Title I schools will implement programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring

- (A) that parents play an integral role in assisting their child's learning;
 - (B) that parents are encouraged to be actively involved in their child's education at school;
 - (C)) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
 - (D) the carrying out of other activities, such as those described in sections 1118 of the ESEA.
- The Jackson County Board of Education shall inform parents and parental organizations of the purpose and existence of the Jackson County Parent Center and available materials.

9.12 PARENT'S RIGHT TO KNOW

Within the first twenty (20) days of school, a letter will be sent informing parent(s)/guardians(s) that information may be requested regarding the professional qualifications of teachers that provide instruction for their child. Information concerning the professional qualifications of instructional paraprofessionals may also be requested. This process will be implemented by personnel at the Office of the Superintendent.

The parent(s)/guardian(s) of a student entering the system after the initial notification will receive the letter from school personnel at the time of enrollment.

If a child has been assigned to a teacher that is not highly qualified, timely notice will be sent to the parent(s)/guardian(s). Notification will be given if the child has been taught for four (4) consecutive weeks by a teacher that is not highly qualified. This process will be implemented by school personnel.

School personnel will provide the parent(s)/guardian(s) information concerning their child (ren)'s level of achievement on all annual state assessments. It is the responsibility of school personnel to maintain detailed documentation of this annual process.

The notice and information provided to parents shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

9.20 GOVERNMENT RELATIONS

The board will cultivate cooperative working relationships with local, county, state and federal governmental bodies which have an impact on public education.

9.21 MILITARY RECRUITERS

All schools shall allow reasonable access of their facilities to official recruiting representatives of branches of the armed forces and military forces of the United States, to inform students of the educational and occupational options in military service.

10.00 STUDENT PARENT HANDBOOK

SCHOOL OPENING AND CLOSING TIMES

Due to various bus schedules, each school will set **individual** school opening and closing times. Each school will make specific times available to all students. School personnel will be on duty and available to supervise and care for students during specified time periods.

Parents/guardians are expected to take responsibility to ensure that their child complies with the supervised time periods.

SCHOOL VISITORS

All visitors in any school building, or on any part of the school campus, must report directly to the school office for written permission to visit said campus. A visitor is any person who is not a student, employee, or local official of the school. All school visitors must have visible identification at all times. School visitors who fail to follow this policy will be considered trespassers and may be subject to prosecution.

Students enrolled in the Jackson County School System are not permitted to bring student visitors to school during regular school hours without prior approval by the principal.

EMERGENCY SCHOOL CLOSINGS

In the event of a school closing or early dismissal, an official from the office of the Superintendent of the Jackson County School System will notify the media and all parents listed in our *RAPID ALERT and NOTIFICATION SYSTEM of specific details concerning the closing. Please **DO NOT CALL** the Central Office, individual schools, radio, or television stations. All necessary details will be broadcast or televised as information is available.

WZCT Radio	Scottsboro	Channel 19	Huntsville
WKEA Radio	Scottsboro	Channel 48	Huntsville
WWIC Radio	Scottsboro	Channel 9	Chattanooga
Channel 31	Huntsville	Channel 12	Chattanooga
WBTS	Bridgeport		

*The Rapid Alert and Notification System is a phone message program to ensure that the parents/guardians of all students are immediately notified of any school closings. This information is extracted from the Student Tracking Information System used by all schools in Alabama; therefore it is imperative that all student information is current.

It is the responsibility of the parent/guardian to notify your child's school office of any changes of address or phone numbers.



EMERGENCY DRILLS

FIRE DRILLS

Fire drills will be conducted according to the new guidelines (HB91) set forth by the Alabama State Department of Education. Fire exit plans are posted in all rooms occupied at any time by students.

TORNADO DRILLS

Procedures for tornado drills are developed and conducted in accordance with ALSDE guidelines. All schools conduct drills at least two times per year during any of these specified months: September, October, November, January, February and March. Communications, first aid, and other similar concerns are then addressed at the direction of the principal.

TORNADO WATCH AND WARNING

In the event a tornado watch or warning is issued, the principal or his/her designee of the affected school will take actions as specified in the approved Civil Defense plan.

When a tornado **watch** is in effect at the end of the normal school day, students will be released by regular dismissal and transportation plans. When a tornado **warning** is in effect at the end of the normal school day, students will **not** be released by regular transportation plans (i.e. bus, car pools, private vehicles, etc.). However, students may be released during a tornado warning to his/her parent/guardian, provided the parent/guardian comes to the school to check out the student.

LOCKDOWN DRILLS

Procedures for lockdown drills are developed and conducted in accordance with the Alabama State Department of Education guidelines.

STUDENT ACCIDENT INSURANCE PROGRAMS

The Board will contract each year with a reputable insurance company to provide a voluntary low-cost student accident insurance plan. All students participating in school athletics must be insured under a catastrophic school accident policy. Athletic participants in both middle and high schools are required to either participate in the school accident insurance program, or have on file with the school

official, a written statement from the student's parent/guardian that the student is adequately protected against accidents that may occur while participating in said activity.

RETURNED CHECK COLLECTION PROCEDURE

In accordance with the Returned Check Collection Procedures Policy:

- ◆ Post-dated, counter or two-party checks will not be accepted.
- ◆ The school will send written notice to the writer of a returned check. A service charge of \$30 plus the original amount of the check must then be paid within ten days or further action by the office of the District Attorney will be taken.

ENROLLMENT

It is the policy of the Jackson County Board of Education to provide educational opportunities for children on a nondiscriminatory basis. No student will be denied the benefits of an educational program or activity on the basis of disability, gender, race, religion, national origin, or ethnic group.

No school within the Jackson County School System will enroll any student who is not in good standing, suspended, expelled, or subject to pending disciplinary action by any other public or private school system without the approval of the Jackson County Board of Education.

No transfer student will be officially enrolled in any Jackson County School until a determination is made that the student is eligible to attend school within the system from which he/she is requesting transfer. The enrolling Jackson County School must receive all required documents for official enrollment including an established district residence.

Transferring students will not be prevented from attending school on a temporary basis and participating in any academic or extracurricular school activities for which he/she is otherwise eligible.

AGE REQUIREMENTS

Children entering **KINDERGARTEN** must be **FIVE** years old on or before **SEPTEMBER 2**.

Children entering **FIRST GRADE** must be **SIX** years old on or before **DECEMBER 31**.

INFORMATION REQUIREMENTS

A child enrolling in school for the first time in either kindergarten or first grade must present the following documents prior to enrollment:

- ◆ an official birth certificate
- ◆ valid social security number (*optional)
- ◆ current immunization form
- ◆ proof of residence (such as utility billing with an address)
- ◆ guardianship papers (When circumstances dictate, the parent/guardian must also provide proof of custody in the form of court documents. In addition, the parent/guardian will sign a statement

certifying legal custody. **Power of Attorney or Notarized Statement is not proof of legal guardianship.**)

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the *No Child Left Behind Act of 2001*, and the McKinney-Vento Homeless Education Act of 2001, all homeless, migratory, immigrant and limited English speaking proficient children must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. The enrollment of homeless, migrant, immigrant and limited English speaking proficient children and youth shall not be denied or delayed due to any of the following barriers:

- ◆ Lack of birth certificate
- ◆ Lack of Social Security Number (*optional)
- ◆ Lack of school records or transcripts
- ◆ Lack of immunization or health records
- ◆ Lack of proof of residency (such as utility billing with an address)
- ◆ Lack of transportation
- ◆ Unaccompanied youth
- ◆ Guardianship or custody requirements

TRANSFER REQUIREMENTS

All students who seek to transfer to a Jackson County School must present the following:

- ◆ proof of residence
- ◆ recent report card or release from last school attended
- ◆ current immunization form
- ◆ guardianship papers, if applicable

Once residence and custody are established, the student may be temporarily enrolled pending receipt of student records from the previous school(s), a copy of a certified birth certificate, and a valid social security number (*optional).

Students will only be allowed to transfer from one school in the Jackson County School System to another Jackson County school within the first three (3) days of school unless a legal residency change has occurred. This applies to all Jackson County Schools.

*Students enrolling without a SSN will be assigned a temporary number by Central Office Personnel.

RESIDENCE AND ZONE REQUIREMENTS

The parent(s)/guardian(s) must provide proof of a legal residence within the area served by the school system in order for his/her children to be eligible for enrollment in the school system.

IMMUNIZATION REQUIREMENTS

Immunization certificates, required by Alabama law, must be presented to a school official before a child can enroll in a public school. Certificates are available from local physicians and/or local health departments. Only students presenting a Certificate of Medical Exemption or a Certificate of Religious Exemption are excused from this requirement.

WITHDRAWAL

Only a custodial parent/guardian has permission to withdraw a student.



DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that the Jackson County School District, with certain exceptions, obtain your written consent prior to the disclosure of personal identifiable information from your child's education records. Directory information is an exception. Schools and the school district may publish "directory information" without written consent after advising parents and guardians concerning the nature of the directories that may be published and the information that may be included. The primary purpose of directory information is to allow the schools and the school district to include this type of information from your child's education records in school publications such as:

- ◆ The annual yearbook;
- ◆ Honor roll or other recognition lists;
- ◆ A playbill, showing your child's role in a play;
- ◆ A special event program, showing your child's role in the event;
- ◆ Graduation programs;
- ◆ Sport activity sheets and programs, such as football programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies to provide military recruiters with student names, addresses, and telephone numbers unless the parents have advised the school that they do not want their child's information disclosed without their prior written consent.

The Jackson County School District has designated the following information as directory information:

- ◆ Student's Name
- ◆ Grade Level
- ◆ Participation in officially recognized activities and sports
- ◆ Weight and height of members of athletic teams
- ◆ Degrees, honors, and awards received
- ◆ Photograph

If you do not want the Jackson County School District or its schools to disclose directory information from your child's education records without your prior written consent, you must notify your child(ren)'s school(s) in writing by August 29, 2016.



HEALTH CONCERNS

MEDICATION

Students **may not** have in their possession any prescription or non-prescription medications for use at school unless authorized by a physician and/or school nurse. **All medications are required to be delivered by the parent to the school nurse or medication assistant.** Controlled substances are required to be delivered to the office or school nurse by the parent. Prescription medications are required to be in a pharmacy-labeled container and also require a medication authorization signed by the physician and parent authorizing school personnel to administer the medication. Non-prescription medications are required to be in the original container and have specific written parent permission. **NEW FORMS FOR EACH MEDICATION MUST BE PROVIDED AT THE BEGINNING OF EACH SCHOOL YEAR.** If there is a change in the medication or the dosage during the school year, a new form will be required.

STUDENTS WITH SEVERE HEALTH PROBLEMS

Students who suffer from anaphylactic conditions (*severe allergy to insect bites, stings, or foods), chronic or severe health conditions (**asthma, cardiac disorders, diabetes, seizures, hemophilia), or other life threatening conditions must complete a health information form which defines the condition and any limitations placed on the student. This document will be kept on file with the school nurse.

Students who have had a severe reaction to certain foods, bee stings, etc. should have EpiPen or EpiPen, Jr. with him/her at all times. Students with asthma should have emergency medication at school at all times. Medication forms must be completed for emergency medication.

HEAD LICE (Pediculosis)

When head lice are discovered, the student must be sent home as soon as possible. Following treatment and removal of all nits (eggs), **the student must be brought to school by a parent/guardian (cannot ride the bus or be dropped off) where he/she will be checked by the principal or his/her designee to determine if all lice and nits have been removed. If lice or nits are still present, the student cannot remain at school.** No head checks will be done in the office of the Jackson County Board of Education.

Upon return to school, school personnel will determine if the student is cleared of lice and nits. The principal or his/her designee reserves the right to recheck the student at any time. **Students with head lice may be excused up to three (3) days per year, not per occurrence.** **If the student is not clear within the 3 day period, the student will be considered truant and the parent/guardian subject to prosecution.**



COMMUNICABLE DISEASES KNOWN TO BE SPREAD BY CASUAL CONTACT

Communicable diseases are those diseases that may be transmitted from person to person and are the most common cause of school absenteeism. If your child does not feel well and or has a temperature in the morning, please keep them home. They not only are not at their best to learn, but they may infect their peers, teachers and other staff. Here are a few guidelines to follow during the school year.

Students should stay home from school if they have:

- Fever of 100 degrees or more
- An undiagnosed rash
- Vomiting, nausea or abdominal pain
- One or more episodes of diarrhea
- Complaints of severe earache, with or without fever
- Severe sore throat with symptoms including possible strep throat
- Conjunctivitis (Pink Eye)
- Persistent cough
- Any sore oozing fluid or pus

Students should remain home:

- For 24 hours after child is fever free without medication
- For 24 hours after vomiting and diarrhea has ended
- For 24 hours after the first dose of medications with a diagnosis of strep throat or conjunctivitis (Pink Eye)

It is important that these symptoms be recognized quickly and steps taken to prevent spreading of communicable diseases along with safeguarding the health of all students and staff. The Jackson County Board of Education follows the guidelines and recommendations set forth by the Alabama Department of Public Health Communicable Disease Chart for Alabama's Schools and Childcare Facilities.

COMMUNICABLE DISEASES KNOWN NOT TO BE SPREAD BY CASUAL CONTACT

A student with a blood borne pathogen such as Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) or Human Immunodeficiency Virus (HIV) poses no risk of transmission through casual contact to other persons in a school setting. Students infected with any of these viruses will be allowed to attend school

without any restrictions, which are based solely on the infection. The Board cannot require any medical evaluations for such diseases.



"I have five dollars that says you won't give me a shot and we'll sweep this little matter under the rug."

SERVICES AND PROGRAMS

THE CHILD NUTRITION PROGRAM

Breakfast and lunch will be served in ALL elementary schools and secondary schools. Free and reduced price meals will be available for qualifying students in accordance with the policy adopted by the Board of Education and regulations of the U. S. Department of Agriculture. Sale of foods in competition with the School Lunch Program and/or School Breakfast Program will be prohibited in all schools in the Jackson County School System in compliance with Public Law 95-166, Section 17. Cashiers will accept payment by the day, week, month, or semester. Parents may select the most suitable method of payment.

ALL STUDENTS ARE OFFERED A VARIETY OF MILK CHOICES.

BREAKFAST PRICES

LUNCH PRICES

Student Price \$1.50

Student Price \$2.60

Student Reduced Price \$.30

Student Reduced Price \$.40

Adult Visitor \$2.50

Adult Visitor \$3.50

Child Visitor \$2.00

Child Visitor \$3.25

Faculty/Staff \$2.00

Faculty/Staff \$3.25

ApplyNOW

Starting in August 2016, free and reduced applications may also be completed online via the ApplyNOW link on the Jackson County School District website.

- ApplyNOW provides a safe and secure web portal for parents and guardians to apply for their student's eligibility status for reimbursable meals.
- The online application is very similar to the paper application, containing the details required by USDA.
- The quick and simple step-by-step wizard will walk each user through the process, resulting in a complete application that can be processed automatically.
- With ApplyNOW parent information is protected using the latest encryption technology to keep personal information safe.

PayPAMS

The Jackson County School District now offers **PayPAMS**, a Parent Account Management System by PAMS Lunchroom. **PayPAMS** is a secure, fast and friendly way for parents to check and prepay school meal account balances online or by phone with a credit card or electronic check from the comfort of your home.

- Make payments
- View meal account balances
- View cafeteria purchases
- View payment history
- Setup automatic payment plans
- Receive email notifications when your student's lunch account balance is low
- Monitor your child's daily purchase activity

There is no cost to visit the PayPAMS website or monitor your child's account; however, there is a convenience fee per transaction. You may add money to multiple student accounts in a single transaction.

To begin using PAMS, visit the website **www.paypams.com** or click on the PayPAMS icon on the Jackson County School District home page or parent portal.

Setting up your personal account is easy:

- Visit the **PayPAMS website**.
- Establish your user information and password.
- Add your students to your account by choosing Jackson County School District (AL), selecting your child's school/s, and searching for his/her name.
- Make a payment, monitor your child's account, or set up payment preferences for future payments.

Community Eligibility

The following six schools will participate in the Community Eligibility Program (CEP) during the 2016-17 school year:

- Bridgeport Elementary
- Dutton Elementary
- Hollywood Elementary
- Rosalie Elementary
- Stevenson Elementary
- Woodville High

How does Community Eligibility work?

Community eligibility enables schools to serve breakfast and lunch at no cost to all students and eliminates the need for schools to collect paper applications by basing reimbursement levels on “identified students”. Identified students are either:

- ✓ Directly certified based on their household’s participation in the Supplemental Nutrition Assistance Program (SNAP, formerly known as food stamps), Temporary Assistance for Needy Families (TANF, or cash assistance), or the Food Distribution Program on Indian Reservations (FDPIR).
- ✓ Considered homeless, migrant, runaway, Head Start, or foster children.

CEP schools must provide one Free Breakfast & one Free Lunch daily to all enrolled students.

- Students will still be required to enter their lunch pin number to receive their meal. Pin entries are used to keep track how many meals are served and must be counted daily for recording purposes.
- Students will still have the ability to add money to their accounts in order to purchase any food items outside the reimbursable meal, such as snacks or seconds. Students can still have money added to their accounts via PayPam.

Wellness Policy

The Jackson County School District is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Jackson County School District that:

- ◆ The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- ◆ All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- ◆ Foods and beverages sold or served at school will meet the nutrition guidelines stated in the USDA’s All Foods Sold in Schools “Smart Snack” Standards and the restrictions as implemented by the Alabama State Department of Education.

- ◆ Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- ◆ All schools in our district will participate in the School Breakfast Program and National School Lunch Program.
- ◆ Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, with related community services.
- ◆ All foods sold or served at school should have a food label listing ingredients so students with food allergies are protected from accidental exposure.
- ◆ Sharing of Foods and Beverages - Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
- ◆ Homemade Food Items - To ensure food safety, all food to be shared with other students should be commercially prepared, prepackaged, unopened, and, when possible, individually wrapped. Foods prepared at home may be used only for individual student and staff lunches/snacks, and consumed by staff members only on a voluntary basis.
- ◆ Any food brought from home or a food establishment must not overtly advertise or identify a certain brand of food. Any food brought into the cafeteria from a fast food establishment must be taken out of the bag and wrapper. Beverages brought from home other than bottled water, milk or 100% juice must be concealed in a thermos.

PARENTAL INVOLVEMENT

Parents are considered to be a very important part of a child's educational process and are encouraged to submit ideas about program improvement, visit the school, participate in parent meetings, confer with teachers, and volunteer to assist when possible. Parents needing additional materials to further assist in the development of their child's education are invited to visit the Parent Center located at the Jackson County Board of Education Office in Scottsboro or contact Beth Mannon at (256) 259-9526 or email at mannone@jackson.k12.al.us.

All visitors to Jackson County schools must adhere to the visitor policy per school and check in at the school office upon arrival.

Jackson County School District Virtual School Policy

Scope of Services: The Jackson County Board of Education will provide a virtual education option for grades 9 -12 that includes all courses that are needed to obtain a diploma from a Jackson County High School.

Scope and Delivery of Services: Courses will be delivered through the Alabama State Department of Education's ACCESS program and/or a district approved Learning Management System. The Jackson County virtual option will operate on a semester system based on the school districts approved academic calendar.

Student Eligibility: In order to meet the requirements to be eligible to participate in the virtual education program, a student must:

- Meet all enrollment requirements as outlined in Board Policy and be enrolled in a Jackson County High School;
- Have access to a computer and consistent access to the Internet;
- Maintain a minimum Grade Point Average of 2.0 for all courses taken during the academic year;
- Comply with the Jackson County Academic Integrity Policies; and
- Comply with the Jackson County Code of Conduct.

Students with discipline infractions resulting in suspension or expulsion may be removed from the virtual option.

Curriculum: The Jackson County virtual option uses the ACCESS Virtual Learning Curriculum. ACCESS is a program administered by the Alabama State Department of Education, and all courses are aligned to the Alabama Courses of Study.

Grades: The Jackson County School District's virtual option will follow ACCESS grading policies.

Attendance: Students participating in the Jackson County virtual option are required to follow Jackson County attendance policies and procedures. Students fulfill attendance requirements by actively participating in the online courses.

ACCESS Testing Requirements: The Jackson County virtual option will follow the ACCESS Virtual Learning testing procedure. All unit tests and semester examinations must be taken in the physical presence of an ACCESS Virtual Learning facilitator or teacher. Students must report to their home originating school to take assessments. Scores earned on exams that are not taken at an approved testing site with an ACCESS Virtual Learning facilitator /teacher are not valid. Students must provide their own transportation to and from the testing site.

State Testing Requirements: Students who elect to participate in the virtual education option will be required to participate in all state testing. They will be subject to accountability requirements and must follow the same rules and regulations regarding the administration of such tests as students who are

enrolled in the traditional public school. Students selecting the virtual education option will participate in state testing and accountability requirements on campus at a date and time selected by the school district.

Removal from the Program: Students may be transitioned back to a traditional school program for the following reasons:

- The student fails to meet the attendance requirements for the virtual course(s);
- The student fails to make adequate academic progress due to participation in the virtual school program;
- The student fails to follow school district policies, procedures, rules and regulations, including but not limited to, the school district’s rules pertaining to the use of its technology resources; or
- Upon the request of the student at the end of grading period, with the consent of parents/guardians.

Counseling: Students electing the virtual option are required to participate in counseling at their home originating school concerning college and career readiness.

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. Students’ residency for purposes of participating in extracurricular activities will be determined in accordance with applicable state law and AHSAA guidelines.

The Superintendent or his/her designee is authorized to develop procedures as necessary to implement this policy.

PROGRAMS FOR EXCEPTIONAL CHILDREN

The following services are provided for exceptional children and youth in accordance with the federal and state mandates concerning education for students with disabilities:

Learning Disabilities	Intellectual Disabilities	Emotionally
Disturbed		
Multiple Disabilities	Other Health Impaired	Hearing
Impaired		
Homebound	Gifted	Speech/Language
Impaired		
Developmentally Delayed (Preschool)		Other

If you are aware of a child with a disability between the ages of 0-21 who lives in the Jackson County School District and is not receiving educational services, please contact the Jackson County Schools Special Education Supervisor at (256) 259-9500.

- ◆ Special education records will be destroyed five years after the termination of the special education program for which they were used. The Jackson County Board of Education will provide public notice in the two local newspapers which will include the years of the records that will be destroyed and the date of destruction. Parents/students may obtain these records by contacting the Board of Education. Records not obtained by the date stated in the public notice will be destroyed. For more information, contact the Special Education Supervisor at 259-9500.
- ◆ Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Teachers, counselors, administrators, parents/guardians, peers, self, or any individual with knowledge of the student's abilities may refer to the local school counselor. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on the matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. If you would like further information, please contact Chris Davis at (256) 259-9500.
- ◆ If you are aware of a child that has a physical or mental impairment and may need accommodations in his/her high school education program, this child may be eligible for 504 services. All 504/ADA matters should be referred to Chris Davis 504/ADA Coordinator at 256-259-9500.

TEXTBOOKS

Textbooks are furnished to Jackson County students for all subjects in accordance with the State Sponsored Textbook Program. Each student will sign a receipt upon issuance of any free textbook. Students who lose or destroy textbooks will be assessed the replacement cost, and students with unpaid accounts resulting from lost or unduly damaged books will not be allowed continued participation in the state furnished textbooks program. If unusual or excessive damage to a textbook is evident, charges may be assessed up to, but not to exceed the original cost.

THE DRUG USE PREVENTION EDUCATION

The core of the Drug Education Program is a comprehensive K-12 health education curriculum that consists of a strong substance abuse component at each grade level. To support the curriculum, a system-wide substance abuse policy establishes clear and specific rules regarding alcohol and other drug use. Sources of assistance for drug prevention, intervention, and treatment are available through community agencies that provide drug-related services. The goal of the Violence and Drug Free School Effort is the reduction and eventual elimination of alcohol and other drug use among students.

LIBRARY MEDIA CENTERS

Each school in the Jackson County School System has a library media center which houses a broad spectrum of media, including audio-visual material, equipment, instructional supplies, books, and other

material deemed appropriate for curriculum requirements. Parents are responsible for lost, damaged, and overdue books and materials.



ACADEMICS

The instructional program in Jackson County Schools is based on the standards required by the Alabama College and Career Ready Curriculum. The grading scale is based on the mastery level of the skills, concepts, and knowledge set forth by those standards.

THE UNIFORM GRADING SCALE:

S = Satisfactory

U = Unsatisfactory

N = Needs Improvement

A = 90 - 100%

B = 80 - 89% Above Average

C = 70 - 79% Average

D = 60 - 69% Below Average

F = 0 - 59% Failure

Academics: Kindergarten

Kindergarten students will receive skills-based, developmentally appropriate report cards.

Academics: Grades 1-12

Numerical grades will be given for all academic subjects. Numerical grades will be the basis for all academic rankings at the high school level. Progress Reports will be issued every four and one-half weeks, and report cards will be issued every nine weeks. Academic subjects are those that fall into the categories of Language Arts, Mathematics, Sciences, Social Studies, Career Technical including Technology and Foreign Language. Language Arts refers to Reading, Writing (composition), English Grammar, Spelling, Handwriting, and Speaking. Since these components are all a part of language, they are taught in combination in grades K-8. However, progress in reading will be reported as a separate grade for kindergarten through grade six. Schools may elect to continue reporting a reading grade in grades 7 and 8.

SEMESTER EXAMS

Mid-term Exams and Semester Exams are designed to evaluate student mastery of the skills, concepts, and knowledge included in the Alabama College and Career Standards.

Mid-term Exams and Semester Exams are required for all courses for which an academic credit may be earned.

Mid-Term Exams and Semester Examinations combined will count 20% of the semester grade.

Students with perfect attendance up to the date of the semester examination may have the option of being exempt from the examination. Students that are exempt from Semester Exams will have their mid-term grade doubled to provide 20% of the semester grade. . Exempt students will have the option of taking the exam and dropping the score, doubling their mid-term.

Students with an A average and no more than three excused absences up to the date of the semester examination may have the option of being exempt from the examination.

Students with a B average and no more than two excused absences up to the date of the semester examination may have the option of being exempt from the examination.

Students with a C average and no more than one excused absence up to the date of the semester examination may have the option of being exempt from the examination.

- ◆ No exemption will be given to a student who has an unexcused absence.
- ◆ No exemption will be given to a student who has been referred to the alternative school or Saturday School.
- ◆ No exemption will be given for semester examinations in weighted courses.

REPORT CARDS

Report cards are an evaluation of student progress provided to the student and his/her parent(s) or guardian(s). Grade reports will be issued at the end of the nine-week grading period, and progress

reports will be issued at the midpoint of this period. Grade and progress reports will be released according to a schedule recommended by the Superintendent. Students and parents/guardians are responsible for returning report cards to school personnel within five school days after they are issued. If a non-computerized report card is lost or damaged beyond use, an initial replacement report card will be completed and re-issued for a \$2.00 fee with subsequent replacement cards at \$5.00 each. Computerized report cards will be replaced for a \$2.00 fee.

PARENT ACCESS TO STUDENT GRADES

The Jackson County Board of Education utilizes an online program for recording academic grades for students. Parents may view their children's grades online during the school year. In order to maintain the confidentiality of the academic records, the program is password protected. Parents may obtain a user name and password for the program by going to the office of their child's school.

PROMOTION AND RETENTION POLICIES

The Jackson County Board of Education is committed to provide an academic program that will encourage students to progress from kindergarten to graduation within a span of thirteen years. Most students will follow this progression without interruption; yet, some students will not meet criteria for promotion from one grade to the next.

Teachers notify the principal of all proposed retentions. The principal, teacher(s), and other staff members (PST-Problem Solving Team) will meet to determine the best action for the student. The PST will review report card grades, standardized test scores, age and maturity, special education eligibility, and other factors that are pertinent to the retention or promotion of the student. Promotion or retention will be a team decision.

KINDERGARTEN

The decision for kindergarten promotion or retention will be based on the student's maturity and mastery of age-appropriate kindergarten skills.

GRADES 1-3

Promotion in grades one through three is dependent upon seventy-percent (70%) mastery of the grade-level standards in reading, language, and mathematics.

GRADES 4-8

Promotion in grades four through eight will be based on a student's:

- ◆ Mastery of grade-level standards in core subjects (math, language, reading, science, and social studies)
- ◆ The School Problem Solving Team will consider performance in all core subjects when deciding to promote or retain students, but emphasis will be placed on math, reading, and language.

SPECIAL EDUCATION

Promotion of any student in a special education program must be based on the student's accomplishments of goals stated in the IEP (Individualized Education Plan) in conjunction with all other regular program requirements. However, a special education student 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 sixth-grade level, he/she must have been enrolled in school for at least five (5) years).

COURSE REQUIREMENTS	CREDITS
ENGLISH LANGUAGE ARTS	4

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in accordance with the *No Child Left Behind Act of 2001*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualifications and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction
- Whether the teacher is teaching with emergency or other provisional status through which State qualifications or licensing criteria has been waived
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the subject area of the certification or degree
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

If you would like to receive this information, please feel free to contact Mr. Mark Guffey at 256-259-9500, for assistance.

Title I, Part A, Section 1111(h)(6), *No Child Let Behind Act of 2001*, Public Law 107-110

BOARD POLICY

English 9	1
English 10	1
English 11	1
English 12*	1
Or any AP/IB/postsecondary equivalent option of the courses listed above	
MATHEMATICS	4
Algebra I	1
Geometry	1
Algebra II with Trigonometry	1
Or any AP/IB/postsecondary equivalent option of the courses listed above	
Mathematics Elective (chosen from the <i>Alabama Course of Study: Mathematics</i> or CTE/AP/IB/postsecondary equivalent courses)	1
SCIENCE	4
Biology	1
A Physical Science	1
Or any AP/IB/postsecondary equivalent option of the courses listed above	
Science Electives (chosen from the <i>Alabama Course of Study: Science</i> or CTE/AP/IB/postsecondary equivalent courses)	2
SOCIAL STUDIES	4
World History	1
U.S. History I	1
U.S. History II	1
Government	.5
Economics	.5
Or any AP/IB/postsecondary equivalent option of the courses listed above	
PHYSICAL EDUCATION	1
HEALTH EDUCATION	.5
CAREER PREPAREDNESS	1
CTE AND/OR FOREIGN LANGUAGE AND/OR ARTS EDUCATION	3
Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence.	
ELECTIVES	3.5
TOTAL CREDITS REQUIRED FOR GRADUATION	25

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HIGH SCHOOL DIPLOMA Essentials/Life Skills Pathway

(Formerly the Alabama Occupational Diploma)

***This pathway is **not** appropriate for students who are planning to attend a four year college. These courses are not accepted by four year colleges or NCAA.

BOARD POLICY

	Credits
English Language Arts.	4
Four credits to include the equivalent of:	
English Essentials 9	1
English Essentials 10	1
English Essentials 11	1
English Essentials 12	1
Mathematics.	4
Four credits to include the equivalent of:	
Algebraic Essentials A	1
Algebraic Essentials B	1
Geometry Essentials A	1
Geometry Essentials B	1
Science.	4
Four credits to include the equivalent of:	
Life Skills Science I	1
Life Skills Science II	1
Life Skills Science III	1
Life Skills Science IV	1
Social Studies	4
Four credits to include the equivalent of:	
World History for Living	1
U.S. History for Living 10	1
U. S. History for Living 11	1
Economics for Living	.5
U.S. Government for Living	.5
Career/Technical Education (in sequence).	2
Workforce Essentials/Transition Studies II.	1
Cooperative Education Seminar/LS Occupational Preparation	1
Career Preparedness Course.	1
Health Education.5
Physical Education – Lifelong Individualized Fitness Education (L.I.F.E.). .	1
Electives.	2.5
TOTAL	24

Existing laws require each public agency to offer art education, physical education, wellness education, career/technical preparation, and driver education as electives.

A student may elect to earn a Jackson County School District Academic Honors Endorsement by completing the following requirements:

- ◆ 4 credits in English
- ◆ 4 credits in Mathematics which includes Algebra I, Algebra II with Trigonometry, Geometry, and Pre-Calculus
- ◆ 4 credits in Social Studies
- ◆ 4 credits in Science including either Chemistry I or Physics

BOARD POLICY

◆ 1 credit in a Foreign Language

A student may elect to earn a Jackson County School District Career Technical Honors Endorsement by earning industry certification in a technical field selected by the student.

The foreign language requirement for the Academic Honors Endorsement may be waived if a student elects to pursue both the Academic and Career Technical Honors Endorsement.

Jackson County high schools may provide additional recognition for student achievement. Requirements for school recognition programs will be communicated to all students upon their entry into high school.

In order to participate in the graduation ceremony, a student must qualify for a diploma.

LOCAL SCHOOL FEES FOR ELECTIVE COURSES

Driver Education	\$40.00 per course
Science Lab	\$30.00 per course
Computer Science	\$30.00 per course
Career Technical	\$40.00 per semester
	\$20.00 ½ semester
Parking	\$10.00 per year



EXTRA CURRICULAR ACTIVITIES

STUDENT CLUBS AND ORGANIZATIONS

School-sponsored clubs and organizations are under the direct control of school officials. Clubs and organizations may not be affiliated or associated with any political organization or any organization which denies membership on the basis of race, creed, color, national origin, political beliefs, or other discriminatory basis. All school-sponsored clubs and organizations must be sponsored by a certified board employee approved by the principal of the school. Every school-sponsored club must have a constitution approved by the principal of the school.

CHEERLEADING AND ATHLETICS

Both cheerleading and athletics are provided to promote school spirit and to provide an opportunity for students to participate in a leadership development activity. Both programs adhere to the academic requirements and safety standards required by the Alabama High School Athletic Association. Cheerleading and athletic programs are under the direction of a Board employee who serves as the coach or sponsor. All functions, practices and performances will be under the direct supervision of the coach or sponsor.

Students participating in cheerleading and athletic activities must be insured under a catastrophic student accident policy. In order for a student to participate in a school activity, he/she must be in attendance on the day of the activity or absent due to circumstances beyond his/her control. This includes athletics, cheerleading, band, and other school functions.

Any student that is removed from athletic contest due to symptoms of a concussion cannot return to the game or practice until released by a medical doctor.

PROM

Attendance at the prom is a privilege extended to high school juniors and seniors that carries certain responsibilities. All Juniors and Seniors attending the prom assume responsibility for themselves and their date. The minimum grade level of a prom date is 9th grade. The maximum age of a prom date is 20.

Anyone attending the prom, either as a student or date, may be asked to take a breathalyzer test or other field sobriety test. Refusal to take the test will create a presumption of violation of the sobriety policy and the student and/or date shall be punished according to the guidelines of the Jackson County Board of Education Student/Parent Information Guide.

Parents will be called immediately and student will not be allowed to attend the prom. If a student leaves their date at the prom without transportation home (unless deemed an emergency by chaperones), the student will be disciplined the following school day based upon the reasonable discretion of the school principal after considering relevant circumstances. If a student leaves the prom within a short time of arrival, parents will be notified of the length of attendance. This is to alert parents that students were not under school supervision during the entire evening.

Persons attending the prom **MUST BE IN GOOD STANDING**, including students from the local school as well as other attendees. If the principal of a student attending another school will not sign that the

BOARD POLICY

student is in good standing, this student will NOT be allowed to attend the prom. Reasons and explanations that would result in a student not being in good standing are as follows:

- ◆ Excessive Truancy – if the system attendance officer has filed a court action against a student or if the person is 18 or older and has been sent to the Alternative school for truancy
- ◆ Major academic issues – if a student is not on track to graduate with his/her cohort due to grades
- ◆ Discipline issues – if the student has been sent to the Alternative school for a total of six accumulated days or more during a school year
- ◆ Individuals will not be allowed to attend the prom if major violations are found during the background check or if the principal has justifiable reasons.
- ◆ If a date does not attend school, he/she must pay for a Social Trace Background check and results must be returned to the school by the due date for other prom forms.
- ◆ The prom is a formal event and both students and dates should dress accordingly. Accepted attire for gentleman is a tuxedo, suit, or sports jacket and dress pants. Accepted attire for ladies is formal dress, cocktail dress, dressy pant suit or church dress.
- ◆ Tattoos are allowed to be shown if located in an appropriate place on the body. Visible tattoos should not be vulgar or inappropriate.
- ◆ Piercings are allowed according to guidelines in the Jackson County Board of Education Student/Parent Information Guide which states ONLY in the ears.

Any drug/alcohol offence during the school year will result in the student not being allowed to attend the prom. This includes students testing positive through the drug testing program.

Anyone choosing NOT to abide by this Prom Policy will be asked to leave the prom and will not be given a refund for costs incurred.

EARLY COMPLETION

Students completing academic requirements for graduation at the end of the first semester of a school year will be allowed to participate in graduation ceremonies. They will not be able to participate in athletic or other extra-curricular activities during the second semester.



ATTENDANCE POLICY

The Jackson County Board of Education believes attendance is a key factor in student achievement. Thus, any school absence represents a loss to the student. Regular attendance is essential for each

BOARD POLICY

student's progress in the instructional program. It is the responsibility of the parent/ guardian to make sure that their children arrive on time each day at school.

EXCUSED ABSENCES

In accordance with state law, only the following absences will be considered excused absences, provided that in each instance parental confirmation has been received stating the reason for the absence:

- ◆ illness
- ◆ death in immediate family
- ◆ inclement weather which would be dangerous to the life or health of the pupil as determined by the principal
- ◆ legal quarantine or emergency condition as determined by the Superintendent or principal
- ◆ **prior** permission of principal upon request of parent/guardian (i.e. participation in school sponsored activities)

UNEXCUSED ABSENCES

Absence for reasons other than those defined above will be considered as unexcused.

Parents will be required to explain in writing all absences within two days following the absence. Failure to do so will result in the absence being classified as unexcused. It is the parent's responsibility to make sure the note or fax is received at school.

MAKE-UP WORK -- EXCUSED ABSENCES

If a student is absent for any **excused** reason as defined above, the student **will be allowed** to make up all major assignments and other work missed during said absence(s) at a time agreeable to the teacher(s). Teachers will not be required to reteach lessons, but students will be given a reasonable opportunity to learn the lessons missed due to excused absences.

At the secondary level: The student will be responsible for contacting the teacher(s) to make arrangements to complete missed assignments.

At the elementary level: The parent/guardian will be responsible for arranging to acquire the necessary missed assignments.

Time limit: Arrangements to acquire missed assignments must be made within five days after the student returns to school from an excused absence.

MAKE-UP WORK -- UNEXCUSED ABSENCES

Teachers will **NOT** provide make-up work or examinations for students absent for **unexcused** reasons. Teachers, at their discretion, may require students absent for unexcused reasons to make up homework, class work, etc., on a non-credit basis in order to help such students maintain academic pace. Teachers will not assign zeroes to students absent for unexcused reasons on an automatic basis; zeroes may be assigned to such students only when other classmates receive grades for homework, examinations, recitation, etc.

TRUANCY GUIDELINES

Truancy is the unlawful absence from school. In accordance with the Jackson County Board of Education Policy Handbook, the parent/guardian is responsible for requiring any student under his/her control or charge to attend school. If students do not attend school, the following criteria will be used:

BOARD POLICY

1. First Unexcused Absence (warning)

The Parent/Guardian will be notified of the unexcused absence and a request will be made for a written excuse. Notification process will be determined by the school administration.

2. Third Unexcused Absence (warning)

The Parent/ Guardian will be notified in writing of the unexcused days absent. A copy of Alabama's compulsory school attendance laws will be provided to the parent and they should be advised of the procedures that shall be followed in the event that other unexcused absences occur.

3. Fifth Unexcused Absence (conference)

The Parent/Guardian will be required to attend a meeting at the local school with the Truancy Officer or his/her designee. Failure to attend this meeting may result in a home visit by the Truancy Officer and a representative from the Jackson County Sheriff's Office.

4. Seventh Unexcused Absence-Court

The Parent/Guardian will be referred to the Early Warning Truancy Prevention Program at the Juvenile Court in Scottsboro, Alabama. Failure to appear before the Court will result in a Complaint/petition being filed in the Juvenile Court System.

5. Ten Excused Absences that are questionable, will require an administrative conference with the Parent/Guardian.

Parent notes will be accepted for three days per semester. Any additional days absent must be verified by a professional in order for absences to be excused.

Grades K -6

Five unexcused tardies*, five unexcused checkouts**, or any combination of unexcused tardies and unexcused checkouts which total five will result in a parent conference at the Jackson County Board of Education to discuss this truancy issue with the Attendance Officer. If the parent's fail to attend this conference, Saturday School may be assigned to the K-6 students.

Grades 7-12

Five unexcused tardies*, five unexcused checkouts**, or any combination of unexcused tardies and unexcused checkouts which total five will result in the student being referred to Saturday School. Students who fail to appear at Saturday School will be referred to Alternative School for three days and will be required to attend Saturday School the following Saturday.

If a student receives a 6th unexcused tardy, unexcused check-out, or a total of six unexcused tardies and unexcused check-outs combined **during the school year**, he/she will be referred back to Saturday school for a period of one day for each unexcused tardy or unexcused check-out.

A student will only be referred to Saturday School three times during the school year. The student will then be sent to the Alternative School as determined by the principal.

Students with head lice may be excused up to three days per year not per occurrence. If a student is not free of lice within the three day period, the student will be considered truant and the parent/guardian subject to prosecution.

***Tardies are defined as arriving after school has started, or arriving late to any class.**

****Checkouts are defined as leaving school and/or class any time during the school day.**

BOARD POLICY

STUDENT CHECKOUT

When checking out a student, the parent or guardian should come to the office and follow the school's approved checkout plan. Parents should not interrupt a class session by going directly to the classroom. Office personnel will locate the student. If school officials can make a positive identification that the parent is giving permission for a student to leave, the student may check out. Students must be given permission in the office to check out. Students should not be checked out early during last period just to avoid traffic.

MARRIED STUDENTS

Married students are eligible to attend the Jackson County School System and participate in regular school programs. Such students must maintain a responsible relationship to the school and other students and will be expected to abide by all rules and regulations applicable to all students.

PREGNANT STUDENTS

For the protection and safety of the mother and unborn child, it is the responsibility of the student to notify the principal as soon as possible after the pregnancy has been confirmed.

A pregnant student will be permitted to attend school and to participate in regular school programs until such time that the student's school attendance and participation in school programs endanger the health and safety of the student or the unborn child, as determined by the student's physician. Special educational programs may also be designed to meet special needs of these students. Participation may be encouraged but may not be made mandatory.

If the pregnant student chooses to remain in school during the semester in which she expects to deliver the child, her attendance will be governed by the same attendance policies, rules, and regulations that govern other students. A pregnant student is not automatically eligible for homebound services.

The pregnant student who remains in school during the pregnancy must be under the direct care of a licensed physician. Also, the pregnant student will be expected to fulfill the following responsibilities:

- ◆ Provide the principal with a written statement from the physician. This statement should include the physician's recommendation concerning school attendance for the pregnant student and confirmation of the expected date of delivery.
- ◆ Consult monthly with the school principal or counselor.

To be readmitted to school after the delivery, the student should have a written statement from her physician recommending her re-admission.

BOARD POLICY

HOMEBOUND SERVICES

For a student to be classified as "Homebound," the following criteria must apply:

- ◆ expected absence from school for at least six weeks
- ◆ a physician's note verifying the illness
- ◆ completion of the Homebound Student Referral Form requesting a homebound teacher

Once the form has been submitted, the eligibility committee will convene to determine eligibility status. A student approved for homebound study will be marked present in the school attendance register while on such an approved plan of study.

STUDENT CONDUCT

The Jackson County School System enforces a uniform code of student conduct which is vital to academic excellence to provide an environment free from distractions caused by disruptive behavior.

Creating such an environment requires the cooperation of the parents/guardians, students, the Board of Education, and all employees of the school system. It is important that each person connected with the school understands the importance of a consistent set of behavior standards in order to establish and maintain a positive environment. As students progress in our school system, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action; however, the procedures identified will apply to all students in grades K-12.

JURISDICTION OF THE SCHOOL BOARD

Jackson County students are subject to the policies of the Jackson County Board of Education and to the rules and regulations of the schools. This authority applies to all school-sponsored activities, including but not necessarily limited to:

- ◆ **regular school activities**
- ◆ **transportation on school buses**
- ◆ **field trips**
- ◆ **athletic functions**
- ◆ **activities during which appropriate school personnel have supervisory responsibility for students**

All school regulations and prohibitions pertain to motorized vehicles driven or parked on school property. In addition to the foregoing, jurisdictional control over the student may be extended to the immediate vicinity of the school when the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school.

PRIVACY AND PROPERTY RIGHTS

Federal and State law provide persons with reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students. If warranted, students' person, lockers, and cars will be searched.

BOARD POLICY

CELL PHONES AND OTHER ELECTRONIC DEVICES

The Jackson County Board of Education realizes that we live in a technical age. However, in order to maintain an environment conducive to learning for all students, we have adopted a policy for cell phones, iPods, or any other electronic devices deemed disruptive to the education process by the principal.

The use of a cell phone or the visible presence of a cell phone on the school campus is a violation of the Jackson County Board of Education policy.

The Technology Usage Policy of the Jackson County Board of Education applies to the use of personal electronic devices. The student must surrender the device to the teacher upon request and provide any passwords needed to check its contents for items in violation of the Jackson County Board of Education Technology Usage Policy.

Failure to adhere to this policy will result in the consequences listed below:

- 1st violation - The electronic device will be confiscated for a period of two weeks, at the end of which the device may be returned to the parent/guardian after a parent conference.**
- 2nd violation – The electronic device will be confiscated for a period of 30 days and student will serve three days at Alternative School.**
- 3rd violation - The electronic device will be confiscated for a period of 30 days and student will serve five days at Alternative School.**
- 4th violation - Will be considered willful disobedience and student will receive indefinite suspension to Alternative School pending board hearing.**

The Jackson County School System shall not assume responsibility for theft, loss, or damage of/to personal electronic devices such as cell phones, or unauthorized calls made on a cell phone. Students shall be personally and solely responsible for the security of their cell phones and any other personal electronic devices.

*See also Cell Phones/Electronic Device Testing Policy

DRESS AND APPEARANCE

The Board has the responsibility to maintain an appropriate atmosphere conducive to learning. All students are expected to dress neatly and in a manner that is appropriate and reflects self-respect and decency. The following are items of clothing or fashion which will **NOT** be worn in the school:

- 1. Hats, stocking caps, bandanas, scarves, hairnets and sunglasses**
Exceptions are protective hats or headgear for Career Technical classes.
- 2. Distracting hairstyles or make up**
Hair must be neat, clean, and of length that the eyes are visible. Hair dyed unnatural colors or unnaturally colored make-up is not acceptable.

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3. **Shirt and shoes should be worn at all times and all visible clothing must meet dress code requirements and be modest and inoffensive (must not expose the anatomy).** This includes the following:
 - a. Shirts, skirts, or shorts which reveal undergarments or are distracting
 - b. Shorts not reaching mid-thigh length when seated
 - c. Any garment worn over tights/leggings not reaching mid-thigh when seated
 - d. Pants with huge legs, tie-up pants or pants that reveal undergarments (must cover the pelvic girdle)
 - e. Clothes that bare the midriff
 - f. No clothing with holes above mid-thigh when seated
 - g. Halter, cropped, tube tops, spaghetti straps, tie-up blouses– tank tops or muscle shirts
 - h. Fish net or see-through clothing of any type
4. **Clothing with writing across the buttocks**
5. **Clothing or personal items with vulgar, obscene or controversial wording or pictures** This includes clothing depicting the following:
 - a. alcohol – drugs – tobacco (including electronic cigarettes)
 - b. death
 - c. sexual messages or innuendoes
6. **Long overcoats** (trench coats)
7. **Body piercing jewelry**(with the exception of earrings); **chains or jewelry that could be deemed dangerous**
8. **Pajamas or house shoes**
9. **Visible offensive tattoos or body art**
10. **Shoes with rollers or made for rollers**
11. **Toeless shoes in Career Technical classes**

The principal, assistant principal, or designee will deem appropriate clothing or appearance. When a student continues to ignore the dress code, he/she shall be subject to disciplinary action.

STUDENT RECORDS

Student records should contain information necessary to make appropriate educational decisions for the students. Student records are to be treated confidentially and should contain only information that is relevant, accurate, and appropriate. Release of records of students under 18 years of age who attend an elementary or secondary school requires the signature of the parent/guardian except when released to other educational institutions or when subpoenaed by the courts. In any other instance, the only student information released by the school will be directory information pertaining to student awards or honors and will contain only the student's name, address, grade level, and parent/guardian name.

RESPONSIBILITIES OF STUDENTS, PARENTS, AND GUARDIANS ARE:

- ◆ to inform the school of any information that may be useful in making appropriate educational decisions
- ◆ to authorize the release of pertinent information to those individuals or agencies that are working actively and constructively for the benefit of the student

RIGHTS OF STUDENTS, PARENTS, AND GUARDIANS ARE:

- ◆ to inspect, review, and challenge the information contained in records directly relating to the student

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- ◆ to be protected by legal provisions which prohibit the release of personal identifiable information to other than legally authorized persons without the consent of the parent/guardian, or eligible students (those 18 years of age or older) unless required by law
- ◆ The Jackson County School System will adhere to the policies and procedures of the *No Child Left Behind Act* regarding “persistently dangerous school” as defined in the *NCLB Act*. Students who attend schools identified as a “persistently dangerous school” or a student who is the victim of a violent criminal offense committed on school campus during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the LEA.

For more information regarding “persistently dangerous school” and/or general school safety issues, please contact Mrs. Rhonda Wheeler at the Jackson County Board of Education or call 256-259-9500.

DUE PROCESS

A student must understand appropriate and inappropriate conduct; therefore, the rules and regulations of the Board of Education governing student conduct will be distributed to the students and parents/guardians, and posted in a prominent place. Prior to any suspension:

- ◆ the principal or his/her designee will advise the student in question of the particular misconduct and the basis for accusation.
- ◆ provide the student an opportunity to explain his/her version of the situation.
- ◆ any student whose continued presence in the school poses a danger to persons or property or is an ongoing threat of disruption to the academic process will immediately be removed from the school premises without benefit of the above procedures.

The necessary procedure will follow as soon as practicable.

STUDENTS RIGHTS ARE:

- ◆ to be informed of rule violations and given the opportunity to present evidence in their defense
- ◆ to appeal disciplinary actions (All appeals should be made in accordance with the appeals and grievance procedures.)

STUDENT GRIEVANCES

The Jackson County Board of Education believes students have both the right and responsibility to express school-related concerns and grievances to the faculty and the administration. Students will be assured the opportunity for an orderly review of grievances. Students should request an appointment with the principal or his/her designee that will not interfere with the regularly scheduled classes or school activities. The faculty and administration will strive to resolve student grievances; however, when the grievance cannot be resolved at the local school, students will follow the system's grievance procedure.

BUS CONDUCT

Transportation to and from school will be provided by the Jackson County Board of Education to eligible students of the Jackson County School System. The transportation program will be operated in accordance with the provisions of the Code of Alabama and State Board of Education rules and

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regulations. The primary consideration of the transportation program will be the safety and welfare of students.

Alabama Act 2013-347 Charles “Chuck” Poland, Jr. states:

Any person who attempts to enter a school bus without prior authorization of the driver or other appropriate school official or refuses to leave will be subject to prosecution that may result in fines of up to \$6,000 and up to one year in jail.

A person commits the crime of trespass on a school bus in the first degree if they are found guilty of any of the following:

- ◆ Intentionally demolishing, destroying, defacing, injuring, burning or damaging any public school bus,
- ◆ Entering a public school bus while the door is open to load or unload students without lawful purpose while at a railroad grade crossing or after being forbidden from doing so by the bus driver in charge of the bus or an authorized school official,
- ◆ As an occupant of a public school bus, refusing to leave the bus after the bus driver in charge of the bus or authorized school official demands that they do so,
- ◆ Intentionally stopping, impeding, delaying or detaining any school bus from being operated for public school purposes with the intent to commit a crime.

In order to further ensure the safety of transported students and to prevent students from crossing the road whenever possible, all students will be required to board the bus on the same side of the road as the bus stop (usually the side of residency) if practicable.

Students will be picked-up from and delivered to their designated bus stop, unless given prior written permission of the principal or his/her designee.

Changes to designated bus stops must have prior approval of the Transportation Supervisor and principal.

Bus drivers that transport students from feeder schools to high schools shall make NO BUS STOPS between the feeder school and the high school or between the high school and the feeder school.

Promptness is a vital aspect of efficiency. School buses must maintain a schedule and students are expected to be on time. Students who are tardy cannot expect the bus schedule to be altered. Office permission is necessary for a student to ride a bus other than the assigned bus. Permission will be given only if the student has a note from the parent/guardian stating the reason.

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Misbehavior on the bus creates a danger for many lives and will not be tolerated. Student bus behavior is subject to being monitored by video camera, although any information obtained through the use of surveillance equipment will be used only for school disciplinary or law enforcement purposes. The following actions are strictly prohibited:

- ◆ exchanging seats while bus is in motion
- ◆ throwing objects (inside or out)
- ◆ profanity, shouting, or loud noises
- ◆ use of tobacco in any form (including electronic cigarettes)
- ◆ striking any device that could start a fire
- ◆ extending body parts from the bus
- ◆ defacing or damaging bus in any manner
- ◆ possession of weapons on bus
- ◆ possession of drugs, alcohol, or any harmful substances
- ◆ use of emergency door except in case of emergency
- ◆ leaving bus at any stop other than a regular stop except upon written consent of a school official
- ◆ fighting
- ◆ refusing to obey the driver
- ◆ eating or drinking on the bus (including extra-curricular activities)
- ◆ bringing non-educational items on the bus (i.e. balloons)
- ◆ any other actions not considered proper conduct

Parent/guardian will be responsible for payment of damages to a school bus resulting from negligence, abuse, or misbehavior by their child (ren). Failure to make such payment may result in permanent removal of your child (ren) from the bus pending Board hearing.

DUE PROCESS

Sanctions

1st Infraction: conference with bus driver and student and/or discipline at the principal's discretion:

- ◆ corporal punishment
- ◆ work detail
- ◆ assigned seat
- ◆ in-school suspension
- ◆ alternative school

2nd Infraction: conference with the principal or other school official, bus driver, and student

A parent report will be sent home and filed in the office. Discipline will be administered at the principal's discretion:

- ◆ corporal punishment
- ◆ work detail
- ◆ assigned seat
- ◆ in-school suspension
- ◆ alternative school

3rd Infraction: parent conference with suspension of bus privileges

Other sanctions may include permanent removal from the bus pending Board hearing.

BOARD POLICY

STUDENT DRIVERS

Students will be permitted to drive to school in accordance with the following regulations: Students must complete an application for registration of automobile.

- ◆ Student must have a valid Alabama Driver's License.
- ◆ Automobiles must be parked in prescribed parking lot.
- ◆ Students must leave car secured until dismissed at the specified time.
- ◆ Student drivers must present proof of insurance coverage, having sufficient coverage of public liability, property damage, and medical liability.
- ◆ Students will not remain in cars after arriving on campus and are not to leave campus after having arrived.
- ◆ Students will not be allowed in cars during school day.
- ◆ Students who drive are subject to the drug testing policy of the Jackson County Board of Education.

Violations may result in inner-school discipline, loss of driving privilege and/or suspension.

SEARCH AND SEIZURE

School officials have the right to search a student, a student's car, book-bag, purse or school property, including desks and lockers if there is reasonable belief that illicit substances, dangerous weapons, stolen property, etc., are suspected. Such searches may be conducted without student consent or the consent of his/her parent. Any search of a student's person will be conducted privately by a teacher of the same sex as the student and witnessed by another teacher or administrator of the same sex as the student being searched.

STUDENT INTERROGATIONS

School officials have the right to interrogate a student if they feel the student possesses information necessary for the school to run efficiently.

STUDENT SUSPENSION

If a student commits an offense that school officials believe will jeopardize the safety and well-being of the student body or be detrimental to the learning process by his/her continued presence, the student may be suspended to the Alternative School.

STUDENT EXPULSION

If a student commits an offense that school officials believe will jeopardize the safety and well-being of the student body or be detrimental to the learning process by his/her continued presence, expulsion may be recommended to the Superintendent and members of the Board of Education. The following, but not limited to, is a list of offenses that could warrant expulsion:

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- ◆ use or possession of drugs
- ◆ arson
- ◆ battery
- ◆ robbery, stealing, or burglary of school property
- ◆ possession of firearms or other weapons
- ◆ sexual misconduct
- ◆ indecent exposure or obscene behavior
- ◆ trespassing on and/or defacing school property
- ◆ inciting or participating in major student disorder
- ◆ any other offense which the principal may reasonably deem to fall within these categories

DISCIPLINE

The authority of school officials to control student conduct off school grounds and outside school hours is well established in the law. When the students are engaged in a school-sponsored activity, the authority of the school officials is the same as if the activity took place on school property.

DISCIPLINARY CODE

ATTENDANCE

Student responsibilities are:

- ◆ to abide by laws, rules and policies set forth by the Board and individual school regarding attendance
- ◆ to be punctual and regular in attendance
- ◆ to promptly request and complete make-up assignments for excused absences or tardiness

Student rights are:

- ◆ to be informed of Board and individual school rules and policies regarding school attendance, absences, tardiness, truancies and related programs, checkouts, make-up work, and school sponsored activities
- ◆ to be provided with make-up assignments for excused absences or tardiness

RESPECT FOR PERSON, PRIVACY AND PROPERTY

Student responsibilities are:

- ◆ to abide by laws, rules, and policies set forth by the Board and individual school regarding respect for person, privacy, and property
- ◆ to respect the recognized privacy rights of others
- ◆ to attend school and related activities without bringing items prohibited by law or Board policy, or which detract from the educational process
- ◆ to respect the property rights of those at school and the general public

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Student rights are:

- ◆ to be informed of laws, rules, and policies set forth by the Board and individual school regarding respect for person, privacy, and property
- ◆ to retain privacy of personal possessions on his/her person, in lockers, or in vehicles, unless school personnel have reasonable suspicion to believe the student possesses any item which is prohibited by law or Board policy

KNOWLEDGE /OBSERVATION OF RULES OF CONDUCT

Student responsibilities are:

- ◆ to abide by laws, rules, and policies set forth by the Board and individual school regarding rules of conduct
- ◆ to document receipt of the code of student conduct with his/her signature

Student rights are:

- ◆ to be informed of laws, rules, and policies set forth by the Board and individual school regarding rules of conduct
- ◆ to be informed as to the specific grounds of the violation(s) of the Board's Student Code of Conduct

THE RIGHT TO LEARN

Student responsibilities are:

- ◆ to abide by laws, rules, and policies set forth by the Board and individual school regarding the right to learn
- ◆ to take advantage of appropriate opportunities provided for learning
- ◆ to avoid hindering the teaching process
- ◆ to seek assistance, if needed, to aid learning
- ◆ to obey rules regarding attendance, conduct, free speech, student publications, assembly, privacy, and participation in school programs and activities

Student rights are:

- ◆ to be informed of laws, rules, and policies set forth by the Board and individual school regarding the right to learn
- ◆ to be provided a safe school environment free of illegal drugs, alcohol, or weapons
- ◆ to be provided appropriate instructors, instruction, materials and equipment to take advantage of the opportunity to learn
- ◆ to be provided with the opportunity to express concerns regarding the operation of the school

FREE SPEECH

Student responsibilities are:

- ◆ to abide by laws, rules, and policies set forth by the Board and individual school regarding free speech
- ◆ to be courteous of the views of others

BOARD POLICY

Student rights are:

- ◆ to be informed of laws, rules and policies set forth by the Board and individual school regarding free speech
- ◆ to express disagreement in a constructive manner taking into account the rights of others, consistent with the established education process

STUDENT PUBLICATIONS

Student responsibilities are:

- ◆ to abide by laws, rules, and policies set forth by the Board and individual school regarding student publications
- ◆ to communicate in a respectful manner consistent with good education practice
- ◆ to seek accurate and complete information on the topics approved for publication
- ◆ to observe the accepted rules for responsible journalism under the guidance of faculty members

Student rights are:

- ◆ to be informed of the rules and policies set forth by the Board and individual school regarding student publications
- ◆ to participate, as part of the educational process, in the development and/or distribution of student or school publications consistent with that educational process

ASSEMBLY

Student responsibilities are:

- ◆ to abide by laws, rules, and policies set forth by the Board and individual school regarding assembly
- ◆ to seek approval, plan, and conduct meetings consistent with Board rules

Student rights are:

- ◆ to be informed of laws, rules, and policies of the Board and individual school regarding assembly
- ◆ to assemble in a lawful manner for a lawful purpose with prior approval by local school officials

PARTICIPATION IN SCHOOL PROGRAMS/ACTIVITIES

Student responsibilities are:

- ◆ to abide by laws, rules, and policies of the Board and individual school regarding school programs and activities
- ◆ to be courteous and responsible at all school programs and activities
- ◆ to complete assignments related to his/her participation in school programs and activities

Student rights are:

- ◆ to be informed of laws, rules, and policies of the Board and individual school regarding school programs and activities
- ◆ to develop or participate in student programs and activities consistent with Board and individual school policies
- ◆ to seek office in any student organization

CLASSIFICATION OF VIOLATIONS AND SANCTIONS

It is fundamental that an orderly school has clearly defined behaviors to which students must conform. Nonconformity to these behaviors becomes violations of the Code of Student Conduct. Violations are grouped into three classes (Class I, Class II and Class III) which range from the least to the most serious. Appropriate school personnel will investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or his/her designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school sponsored events, or while being transported to or from school or school sponsored events.

Below is a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases. The Board will define the conduct necessary to establish a violation. Definitions of violations are based on the Code of Alabama 513A (Criminal Code), 28-3-1 (Alcoholic Beverages), and 620-2-2 (Controlled Substances) (1975).

Class I Violations

- 1.01 Distraction of other students
- 1.02 Intimidation of a student
- 1.03 Unauthorized organizations
- 1.04 Tardiness
- 1.05 Non-direct use of profane language or obscene manifestation
- 1.06 Nonconformity to dress code
- 1.07 Gambling
- 1.08 Inappropriate public display of affection
- 1.09 Dishonesty and/or cheating
- 1.10 Refusal to complete class assignments
- 1.11 Failure to follow appropriate directives from a local Board employee
- 1.12 Unauthorized use of school or personal property
- 1.13 Littering of school property
- 1.14 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

Class I Sanctions

- ◆ Conference with the student
- ◆ Verbal reprimand
- ◆ Withdrawal of privilege(s)
- ◆ Parent conference
- ◆ Corporal punishment
- ◆ Temporary removal from class
- ◆ Detention
- ◆ In-school suspension/Alternative Education Program
- ◆ Other sanctions as approved by the Board

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Class II Violations

- 2.01 Refusal to follow appropriate directive from a Board employee
- 2.02 Vandalism and/or property damage
- 2.03 Theft of property
- 2.04 Possession of stolen property with the knowledge that it is stolen
- 2.05 Threats and/or extortion
- 2.06 Trespassing
- 2.07 Direct use of profane language or obscene manifestation (verbal, written, or gesture directed toward another person) (See 1.05)
- 2.08 Repeated direct or non-direct use of profane language or obscene manifestations
- 2.09 Unauthorized absence from school or class
- 2.10 Written or verbal proposition to engage in sexual acts
- 2.11 Inappropriate touching of another person
- 2.12 Possession of and/or use of matches or lighters
- 2.13 Providing false information to a Board employee
- 2.14 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

Class II Sanctions

Temporary removal from class

- ◆ Detention
- ◆ In-school suspension
- ◆ Alternative education program
- ◆ Out-of-school suspension
- ◆ Corporal punishment
- ◆ Referral to outside agency
- ◆ Expulsion
- ◆ Any sanction(s) included in Class I and other sanctions as approved by the Board

Class III Violations

- 3.01 Arson
- 3.02 Robbery
- 3.03 Theft of property
- 3.04 Burglary of school property
- 3.05 Criminal mischief
- 3.06 Bomb threat
- 3.07 Sexual offense
- 3.08 Fighting
- 3.09 Inciting or participating in major student disorder
- 3.10 Unjustified activation of fire alarm system or fire extinguisher
- 3.11 Assault on another person (student, teacher, staff member, visitor, etc.)
- 3.12 Possession of a weapon
- 3.13 Preparing, possessing, and/or igniting an explosive device
- 3.14 Possession, sale, and/or use of a tobacco product (including electronic cigarettes)
- 3.15 Use of or unlawful sale, purchase, furnishing or giving, or possession of illegal drug, drug paraphernalia or alcoholic beverage

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- 3.16 Accessing or changing information in school computers
- 3.17 Any other offense which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 3.18 Crimes as defined under the laws of the city, State of Alabama or United States
- 3.19 Bullying/Harassment
- 3.20 Cyber Bullying

Class III Sanctions

- ◆ Out-of-school suspension
- ◆ Corporal punishment
- ◆ Alternative education program
- ◆ Referral to outside agency, including the criminal justice system
- ◆ Expulsion
- ◆ Restitution of property and damages where appropriate
- ◆ Students must submit to drug tests at the expense of the parent/guardian for a calendar year
- ◆ Any sanction(s) included in Classes I and II and other sanctions as approved by the Board

Principals have both the authority and the duty to take disciplinary action whenever the behavior of any student interferes with or disrupts the educational environment within the school or other school-sponsored events. Notice of the rules and regulations existing in each school will be disseminated to students and parents in a wide variety of ways (student assemblies, PTO meetings, public address announcements, student handbooks, etc.). The parent/guardian of each student will document the receipt of the discipline policies governing their child as provided by Alabama Code 16-28-12.

Applications of disciplinary regulations will at all times reflect fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory, nor otherwise unreasonable. Procedural due process, to the extent of its applicability in any particular situation, will be afforded all students prior to imposition of punishment. The degree of due process afforded will be commensurate both with the gravity of the offense and the severity of the contemplated penalty, as outlined in the Board's policies relative to suspension, expulsion, and corporal punishment.

No student will be denied the right to participate in the school food service program as the result of disciplinary action. Reasonable detention under teacher supervision at the close of the school day will be authorized for all schools. If a student is to be detained after normal school hours, the parent/guardian will be notified in advance. Detention will not interfere with a student being transported by bus, except with prior notice to and/or permission of the parents. Students unable to remain after school due to these reasons will receive alternate punishments.

JACKSON COUNTY SCHOOL DISTRICT Technology Usage Policy

The following policies apply to all technology (hardware or software) owned or managed by the Jackson County School District. Unless otherwise noted, policies apply to all users: faculty, staff, students, parents, and guests.

LEGAL AND ETHICAL USE

It is the policy of the Jackson County School District to furnish all stakeholders opportunities to access a variety of technology resources to support the educational and instructional activities of the students and employees of the district. These opportunities require that technology usage be conducted in legally and ethically appropriate ways that are consistent with the instructional goals of the Jackson County School District. **Use of the technology resources is a privilege and not a right.**

All technology resources will be used in accordance with any and all school system policies and procedures, as well as local, state, and federal laws and/or guidelines governing the usage of technology. School administrators will establish specific practices to enforce this policy at individual schools, and this policy will be communicated to all staff, students, and parents. All of the technology resources of the Jackson County School District are included in this policy regardless of the date of purchase, source of funding, or its location within the system. Any questions about this policy should be directed to the Superintendent or the district technology coordinator. Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

ACCESS TO RESOURCES

- ◆ Individuals may only use hardware, accounts, and software, that have been assigned to them or which are considered school resources.
- Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data owned by the Jackson County School District.
- Individuals may not use another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet.
- Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
- Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming, or by other means.
- Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.
- Suspected inappropriate use of technology resources will result in a suspension of privileges pending a formal investigation. The district superintendent, district technology coordinator, and/or school principals will determine when inappropriate use has occurred. These officials have the right to deny, revoke, or suspend specific user accounts, and their decision will be final.
- Individuals who violate any of the policies contained in this document may be denied access to all technology.

BOARD POLICY

PRIVACY

- To maintain network integrity and to insure that the network is being used responsibly, the district superintendent, the district technology coordinator, and the network administrator reserve the right to review files and network communications.
- There should be no assumption of privacy for any files stored on or transmitted by technology owned or managed by the Jackson County School District. This includes the wireless network.
- Users should be aware that the technology staff routinely monitors and performs maintenance on file servers, e-mail, workstations, the Internet, user accounts, telephones, and telephone systems. During these procedures, it may be necessary to review e-mail and/or private information on the district's technology resources.
- Files, emails, and security videos located on the district network may be used by the school district to document violations of district technology usage policy.
- The school district will cooperate completely with local, state, and or federal officials in any investigation concerning any illegal activities including providing file, emails, and/or security videos to these officials upon the receipt of a court order or at the direction of the Superintendent of Schools in a cases of emergency.

COPYRIGHT

- Software may only be used in accordance with the license agreement associated with it.
- The system network administrator is responsible for the installation of all software in use on the school's local area network or the district's wide-area network. No one else is authorized to load or tamper in any way with the software on either network.
- Copyright laws that govern the use of intellectual property will apply to the use of material accessed through technology (hardware and/or software) owned or managed by the Jackson County School District.
- The legal and ethical practices of appropriate use of technology resources will be taught to all students.

EMAIL

- Access to monitored e-mail will be provided to students for educational purposes.
- Student access to e-mail is subject to all legal and ethical standards outlined in this policy.
- Emails should not be considered as private communications. Nothing should ever be sent via email that you wouldn't post on a public bulletin board.
- Teachers should follow the Family Educational Rights and Privacy Act (FERPA) when communicating by email.
- All digital communication initiated or transmitted through software or hardware owned or managed by the Jackson County School District must be appropriate and responsible.
- Jackson County School District e-mail accounts may not be used for political purposes or personal gain.
- Jackson County School District e-mail accounts may not be used for attempting or successfully sending anonymous messages.
- Deleted emails will be held on the Jackson County School District Server for a period of thirty days before they are permanently removed from the database.

BOARD POLICY

INTERNET SAFETY

Information from electronic sources opens unlimited resources. The Jackson County School District will provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for their various curricula. As required by the Children's Internet Protection Act, Jackson County School District has taken precautions to restrict access to inappropriate materials or sites as follows:

- Internet access for all users is filtered through one central point by URL and IP address.
- Internet searches are filtered by keyword.
- The Jackson County School District has the authority to add or remove URLs and IP addresses from the filtered list.
- Internet usage is monitored for unauthorized access including hacking or other unlawful activities.
- The written permission of parents or guardians is required before a student may gain access to the Internet. Permission is not transferable, and therefore, may not be shared.
- Students will be taught appropriate online behavior including interacting appropriately with other individuals on social networking websites, chat rooms, and cyber bullying awareness and response.

Internet access is a privilege, not a right. All Internet users are expected to act in a considerate and responsible manner. In the event that any user determines that any inappropriate material can be accessed via the Jackson County School District internet connection, it is that user's responsibility to immediately report the URL to the school administrator who will immediately contact the district technology coordinator who will ensure the URL is blocked.

WEBSITES

The following policies apply to all content posted to any of the following: The Jackson County School District website, individual school websites teacher pages hosted on a website owned or managed by the school system, and Moodle.

- All subject matter posted should relate to curriculum, instruction, school-authorized activities, school or school district news, or general information that relates to the Jackson County School District's mission.
- All content should conform to school board policies and established school guidelines.
- Written approval from a parent or guardian is required before student photographs and/or student names are posted to any public website. No other personal student information (for example: address, phone number, email address, social security numbers, names of family members, or names of friends) may be posted on any public webpage.
- All material posted on a school system website must be of publishable quality with regard to spelling, usage, and mechanics.
- If a school elects to participate in social media websites, the information posted must conform with the district's Technology Use Policy, the Family Educational Rights and Privacy Act, and all permission requirements associated with the school website. The principal and his/her social media designee are responsible for all content posted to social media.

INAPPROPRIATE USE

The following activities are examples of inappropriate activities for the Jackson County School District network, e-mail system, or the Internet. This list is not all-inclusive. Any activity that is considered inappropriate in "paper form" is also considered inappropriate in electronic form whether on a school device or a personal device.

BOARD POLICY

1. Accessing inappropriate websites (sites containing information that is violent, illegal, satanic, sexual, etc.)
2. Sending, displaying, or downloading offensive messages or pictures
3. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language
4. Using technology for illegal activities (i.e. threats, instructions on how to perform illegal acts, drug dealing, purchase of alcohol, gang activities, etc.) or to create illegal materials (i.e. counterfeit money, fake identification, etc.)
5. Harassing, insulting, or attacking others using technology resources (i.e. cyber bullying)
6. Damaging computers, computer systems, or computer networks (this includes changing printer configurations and computer configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
7. Violating copyright laws
8. Intentionally wasting limited resources such as disk space and printing capacity
9. Trespassing in other user files, folders, or work
10. Saving information on any network drive or directory other than your personal home directory or a teacher specified and approved location
11. Participating in online chat rooms
12. Posting any false or damaging information about other people, the school system, or other organizations
13. Disclosing, using, and disseminating any personal information about another person without his/her written consent
14. Broadcasting network messages and/or participating in sending/perpetuating chain letters
15. Plagiarism
16. Use of any Jackson County School District Technology resources for personal gain, commercial purposes, or political purposes

Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action, including, but not limited to:

1. Loss of access
2. Additional disciplinary action according to the Jackson County School District Code of Conduct regarding inappropriate language or behavior
3. Legal action, when applicable

Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the principal, the local school technology coordinator, the network administrator, or the district technology coordinator. Any user who receives threatening or unwelcome communications should immediately bring them to the attention of a teacher or administrator.

PERSONAL ELECTRONIC DEVICE POLICY

The purpose of the Jackson County Schools Personal Electronic Device policy is to facilitate communications and collaboration between members of the Jackson County Schools community, which includes both staff and students.

BOARD POLICY

Applicability

This policy applies to any approved Staff or Student electronic device while on Jackson County Schools' campuses.

Liability

Students bring personal electronic devices to school at their own risk. The Jackson County Board of Education, its faculty and staff are not responsible for any damaged, destroyed, lost, missing, or stolen devices. If a student has a personal electronic device and it is damaged, destroyed, lost, or stolen, school officials are not required to investigate the incident, nor will the school system have any financial responsibility for the device charges. School district personnel are not responsible for configuring personally owned electronic devices to access resources or for maintaining personally owned electronic devices used at school.

Privileges and Rights

The use of any approved electronic device by any staff and student is a privilege not a right. All Jackson County School Board policies concerning Internet/Network, Data Governance, and local school procedures apply.

Expectations for Devices

- The device may only be used with principal or teacher approval.
- Video recording or taking pictures will only be allowed with teacher/principal approval.
- The device should only be used at appropriate times for appropriate activities.
- It is the responsibility of ALL students to report any inappropriate use to the teacher.

Data Security

All students shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures.

Jackson County Schools is not responsible for any data lost on any personal device.

Penalties

If a student is in violation of the personal device electronic policy, then the student must surrender the device to the teacher/principal upon request and provide any passwords needed to check its contents for items in violation of the Jackson County Board of Education Technology Usage Policy.

BOARD POLICY

Failure to adhere to this policy will result in the consequences listed below:

1st violation - The electronic device will be confiscated for a period of two weeks, at the end of which the device may be returned to the parent/guardian after a parent conference.

2nd violation – The electronic device will be confiscated for a period of 30 days and student will serve three days at Alternative School.

3rd violation - The electronic device will be confiscated for a period of 30 days and student will serve five days at Alternative School.

4th violation - Will be considered willful disobedience and student will receive indefinite suspension to Alternative School pending board hearing.

***The Jackson County Code of Conduct may apply to the misuse of personal devices.**

*See also Cell Phones/Electronic Device Testing Policy

PARENTAL PERMISSION

Written parental permission is required before students will be allowed to conduct research and communicate on the Internet. It is the responsibility of the school staff to secure parental permission before access is allowed.

Parental/guardian permission is required before a student's picture and/or name may be posted on the district or a school website. It is the responsibility of the staff posting information on the web to secure parental permission.



Alabama State Department of Education Policy

**Cell Phone/Electronic Device
During the
Administration of a Secure Test**

Student Policy

The possession of an electronic device (including, but not limited to, cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of an electronic device during the administration of a secure test, the device will be confiscated.

If a student is observed using an electronic device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

School Personnel Policy

School personnel involved in administration of state testing may not use electronic devices (including, but not limited to, telephones, cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) during test administration. Violations may result in disciplinary action/certification revocation.

Additional disciplinary action may be taken by the LEA.

BOARD POLICY

**JACKSON COUNTY SCHOOLS
PARENT ACKNOWLEDGEMENT
2016-2017**

We, (I), _____

Name of parent(s)/legal guardian(s)

parent(s)/ legal guardian(s) of _____

Name of student

Enrolled in _____ grade of _____

Name of school

hereby acknowledge by our (my) signature that we (I) have received and read, or had read to us (me) the foregoing STUDENT/PARENT INFORMATION GUIDE.

Signed _____

Signature of parent/legal guardian

Signed _____

Signature of parent/legal guardian

Signed _____

Signature of student

Date: _____

NOTE: When student resides with **both** parents, **both** parents should sign this statement.
If the student resides with **only one** parent/legal guardian, the **custodial parent** must sign the statement.

BOARD POLICY

**PLEASE DETACH THIS PAGE AFTER SIGNING AND HAVE THE STUDENT
RETURN IT TO HIS/HER HOMEROOM TEACHER. THIS FORM IS TO BE
FILED IN THE STUDENT'S CUMULATIVE FOLDER.**

(OVER PLEASE)

BOARD POLICY

JACKSON COUNTY SCHOOL DISTRICT STUDENT TECHNOLOGY RESOURCES AGREEMENT 2016-2017

Student

I acknowledge that I have read, understand, and agree to all terms as outlined in the Jackson County School District Student Technology Usage Policy. I understand that as a computer user on the Jackson County School District network, I am responsible for my actions and for behaving appropriately when using technology resources. I understand that any or all of the following sanctions could be imposed if I violate any policy and/or procedure regarding the use of any Jackson County School District technology resources.

- ◆ Loss of access to technology resources
- ◆ Additional disciplinary action according to the Jackson County School District Code of Conduct regarding inappropriate language or behavior
- ◆ Legal action, when applicable

Student name (please print): _____

Student Signature: _____

School: _____

Date: _____

Parent/Guardian

I acknowledge that I have read, understand, and agree to all terms as outlined in the Jackson County School District Student Technology Usage Policy. I also understand that this agreement will be binding during the entire career of my child at his/her current school.

Yes__	No__	My child may use the Internet while at school according to the rules outlined in the policy
Yes__	No__	A picture of my child engaged in school activities may be placed on the school or district website.
Yes__	No__	My child's first name and last name may be used on the district or school website with a picture or article pertaining to a school activity or honor.

Parent/Guardian name (please print): _____

Parent/Guardian signature: _____

Date: _____

BOARD POLICY
