

JCBOE

Jackson County Board of Education

PROCEDURES MANUAL

Superintendent Mr. A. Jason Davidson

PROCEDURE REFERENCE GUIDE
Jackson County Board of Education

- Section 1.00: General Administration**
- Section 2.00: Curriculum and Instruction**
- Section 3.00: Students**
- Section 4.00: Personnel**
- Section 5.00: Fiscal and Business Management**
- Section 6.00: Public and Organizational Relations**
- Section 7.00: Accounting Procedures**

1.0 GENERAL ADMINISTRATION

A. RESEARCH

The Jackson County School District 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 duplications and insure that the results are available and appropriately disseminated, the following steps should be taken:

- A written request for permission to conduct research which contains the following information should be submitted to the Superintendent.
 - The purpose of the research
 - The timeframe in which the research will be conducted
 - The general design of the research
 - The methodology to be used
 - The staff, pupils, and/or materials within the system that would be involved in the research
 - The proposed dissemination of the information gathered through the research
- Upon receipt of a written response of approval from the Superintendent, the researcher must conduct the research as proposed. Failure to follow the proposal will result in a termination of the project by the Superintendent.
- The research project must not interrupt or negatively impact the educational purposes and practices of the school district. Doing so will result in the termination of the research project by the Superintendent.
- Upon completion of the research project, all results must be furnished to the Superintendent.

B. 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 to 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 or seated in the tornado shelter. 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.

C. FOSTER CARE PLAN

Ensuring Educational Stability for Children in Foster Care

It will be the procedure of the Jackson County Board of Education to work with the child welfare agencies in ensuring educational stability for children in foster care.

Points of emphasis will be:

Children in foster care will remain in the school of origin, unless there is a determination that it is not in their best interest, when possible. The determination will be a collaboration with child welfare agencies and the board of education representatives consisting of but not limited to the board of education point of contact for foster care, principals involved, transportation supervisor and student services representative.

If it is in the best interest of the child to leave the school of origin, the child must be enrolled immediately in the new school even if they don't have the required documentation. Enrollment 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. Once the child is enrolled, the schools will work to obtain the normal documentation.

If transportation is needed, the board point of contact, representative of student services, and transportation supervisor will meet with child welfare agencies to determine transportation needs and expenses. Clear written procedures will be provided for the duration of the child's time in foster care.

A dispute resolution for ensuring educational stability for children in foster care will be in place.

District Dispute Resolution for Ensuring Educational Stability for Children in Foster Care

Enrollment should not be denied pending resolution of a dispute. Any dispute for the provision of a public education to a foster child will follow local board policy.

In the event of a dispute regarding eligibility or placement, written notification of the right to appeal will be given to the guardian. Following a written request to appeal the district's decision regarding placement, the appeal process will be initiated by the Federal Programs Director.

During the dispute resolution process, the student will be enrolled and/or remain enrolled. The term "enroll" includes attending classes and participating in school activities.

The placement decision will be made in writing or will be presented orally in language that the guardian can understand and will include an explanation of the placement decision. The communication will be provided to the guardian with ten (10) working days.

The guardian 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 (10) working days to both the Federal Programs Director and the guardian in a language they understand.

D. CAREER TECHNICAL EDUCATION

CTE Safety

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

E. 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.

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.

F. 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.

2.0 CURRICULUM AND INSTRUCTION

A. INSTRUCTIONAL METHODOLOGY

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

Completed lesson plans are to be submitted according to each Principal's requirement at the school level. 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.

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

B. TIERED INSTRUCTION

Tier I Instruction for ALL Students

- ALL students receive Tier I Instruction to ensure mastery of grade-level content standards and should always remain in Tier I instruction, receiving Tier II and Tier III interventions at other times.
- Tier I instruction takes place in whole group and small group. Small group instruction does not denote intervention; rather, it is differentiated Tier I instruction.
- Daily formative assessments determine when students need Tier II intervention to quickly remediate a deficit grade-level skill.

Tier II Intervention for SOME Students

- Tier II intervention targets deficit grade-level skills.
- It is provided by the classroom teacher in a small group setting based on daily formative assessments.

Tier III Intervention for SOME Students

- Tier III intervention targets deficit foundational skills that were missed in earlier grades and/or deficit readiness skills when students do not enter school (kindergarten) ready.
- Tier III intervention takes place “in addition to comprehensive core instruction”.
- Students should be placed in Tier III intervention as soon as identified by the Problem-Solving Team (PST).
- Further assessment (for special education services) may take place while intervention is being provided.

C. TEACHER PLANNING

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

D. 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 earn promotion. The Credit Recovery Program will be computer-based with an initial content/skills assessment, instruction, and posttest(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 the 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)

E. 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.

F. 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.

G. 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.

H. 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.

I. INSTRUCTIONAL MATERIALS AND EQUIPMENT

- 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 State.
- Any and all items purchased with school or state funds shall remain with the school. All instructional materials and equipment are the property of the school district and should remain in the classroom for which they were purchased unless an inventory adjustment is approved by the principal.

J. 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 and superintendent.
 - 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.

Student participation in and travel to off-campus events, concerts, functions, field trips, and activities, and the use of school buses or other Board provided transportation for such purposes may be authorized under and subject to the following terms and conditions:

The Board does not assume responsibility for ensuring the safe operation of vehicles that are not owned or operated by the Board.

The Superintendent is authorized to develop additional specific requirements for participation in and travel to and from official events and activities that are consistent with the terms of this policy.

[Reference: Ala. Code §16-27-7]

K. HOMEWORK

Reasonable homework assignments can both support instructional objectives and expand the scope of classroom teaching. Homework should conform to the following parameters:

- 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.
- Assignments should be commensurate with the resources available.

L. 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.

M. 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 Doctor's excuse to be out of school for 6 (six) weeks or more to be eligible for Homebound services.

N. 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.

O. 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.

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.

P. 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.

Q. 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.

R. Alabama Comprehensive Assessment Program (ACAP) Testing

Each local education agency (LEA) shall have in place a School Test Security Plan for each school that includes a digital device collection plan for both school personnel and students who will participate in the ACAP. This collection shall take place **prior to entering the testing room** for both school personnel and students.

For the purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. This includes, but is not limited to, the following: laptops, smart phones, smart watches, fitness trackers, MP3 players, and tablets. Additionally, classroom computers must be powered off during testing. Exceptions to this policy include any digital device that is medically necessary for the health and/or well-being of school personnel or students. All exceptions must be pre-approved in writing by the Building Test Coordinator or the school Principal by completing the Digital Device Exception Request form.

LEA PERSONNEL POLICY:

LEA personnel shall not **possess** any digital device within the testing room when administering or proctoring an ACAP test. This prohibition does not apply to school personnel who are serving as hall monitors during a test.

The possession of a digital device by school personnel participating in ACAP testing is strictly prohibited during the administration of a test. The **ONLY** exception to this policy is for school personnel who have been pre-approved by the Building Test Coordinator or the Principal to have a digital device that is necessary for the health and/or well-being of school personnel.

If school personnel are in **possession** of a digital device during the administration of an ACAP test, the device may be confiscated and, if the appropriate administrator determines that there is reasonable suspicion that the device was used to capture, record, or share test information or to facilitate cheating on the test, it may subject to search pursuant to LEA policy for any information directly related to the ACAP test being administered. Additionally, school personnel shall be dismissed from testing, and students' tests may be invalidated in accordance with ACAP policy. **Violation(s) may result in disciplinary action by the LEA and by the Alabama State Department of Education (ALSDE), up to and including possible employment termination and certification revocation.**

3.0 STUDENTS

A. 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 the 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 affects 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.

B. 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 high school or between the high school and the feeder school.

C. 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.

D. STUDENT PUBLICATIONS

Local schools may permit student publications at the discretion of the principal. A professional staff member shall serve as an 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.

E. STUDENTS 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.

F. 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.

G. 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.

H. 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 procedure 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).

I. USE OF DISCIPLINARY COUNCIL

Any student committing a violation involving alcohol/drugs/threats or if the student has been suspended to the alternative school for a period exceeding 10 days or more should be brought before the disciplinary council.

Jackson County Board of Education

Student Discipline Council meetings are held weekly at the Jackson County Board of Education located at 16003 AL Hwy 35, Scottsboro, AL 35768

The Student Discipline Council consists of Central Office administrators and alternative school staff. Central Office student support staff, school administrators and school resource officer will also attend the Student Discipline Council meetings to offer support to students and families as needed. The Student Discipline Council will have a minimum of three central office administrators present. If less than three central office administrators are available, then the meeting will be rescheduled. The Student Discipline Council will meet each Monday at 9:00 AM.

Alternative Education Center Placement Procedure:

1. Recommendations for referral by the school administrator are made to the Alternative Education Center. Completed referral form is required.
2. The completed referral are to be turned to the Alternative Education Center and the Central office by 12:00 pm on Friday for the Student Discipline Council to review prior to the Monday meeting.
3. The alternative Education Center staff is to set the schedule of the referral and notify the school administrator of the schedule.
4. The school administrator is to notify the parent/guardian of the referral and inform them of the meeting place and time.
5. The school administrator has the authority to determine the placement of the student at the alternative school for 10 days without bringing the referral in front of the Student Discipline Council.
6. All referrals are reviewed by the Student Discipline Council at the weekly student discipline meeting. The Student Discipline Council will recommend disciplinary actions or alternative placements to the Jackson County Board of Education. Referring school administrators are required to attend the Student Discipline Council meeting. Parents and students are invited to attend the student discipline meeting. If anyone other than the student and parent/guardian is to attend the tribunal meeting the superintendent/designated must be given 24 hours' notice; if not given notice; superintendent/designated may elect to reschedule the student discipline meeting.
7. The Student Discipline Council's recommendations are reviewed by the superintendent and the Jackson County board members at the next official Jackson County Board of Education meeting.
8. Temporary placement at the Alternative Education Center may be made, pending review by the Board of Education.

9. Student Discipline Council will forward any referral to the superintendent and the Jackson County Board of Education that expulsion is considered or if the discussion of the Student Discipline Council is disputed by the parent/guardian. The case will be heard at the next scheduled Jackson County Board meeting. The student will be assigned to the Alternative Education Center until the superintendent and the board members make their decision.
10. Students with disabilities may be assigned to the alternative school. This process will include a Manifestation Determination meeting and a possible IEP meeting.
11. The length of stay at the alternative school will be recommended by the Student Discipline Council and approved by the Jackson County Board of Education.

Parents/guardians of students assigned to the alternative program must provide transportation. While at the alternative school, students will not be allowed to participate in any extracurricular activities.

The student's placement can be extended based on his/her behavior.

Referral for Expulsion: Expulsion is defined as the removal of the right and obligation of a student to enroll and attend a public school under the conditions set by the Jackson County Board of Education.

The Jackson County Board of Education has the authority to expel a student from school if an offense is serious enough to warrant such action. A student referred for an expulsion hearing may receive an immediate suspension of up to ten (10) days. If a student is suspended and recommended for expulsion, the local school administrator shall notify, in writing, the parents/guardians and the superintendent of education and shall afford the student Due Process as provided in the Due Process section of the Code of Student Conduct.

J. 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 affect 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.

K. 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 serious or permanent nature, the principal shall report the matter to the Superintendent.

L. 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.

In order to assist students in meeting the rigorous academic and extracurricular demands of high school, offering them community service opportunities, providing university course offerings, and work apprentice education options, Jackson County School District will allow students to participate in our Early Release Schedule Program. In order to participate in the Early Release Schedule Program, students must strictly adhere to the following requirements:

- 1). No more than 6 unexcused absences from the previous school year. (May be re-examined at the end of 1st semester to qualify for 2nd semester).
- 2). Discipline requirements- No alternative school.
- 3). Complete ALL course requirements for graduation to date.

- 4). Be a senior upon application.
- 5). In general, students attend consecutive periods during the school day. Students SHOULD NOT be on campus except for those class periods in which a course is assigned.
- 6). For those students taking Dual Enrollment courses, the 12th grade counselor and principal will make scheduling arrangements to ensure that all required coursework is completed.
- 7). For those students participating in the community service/volunteerism portion of the program, each student must complete a minimum of 15 hours of community service each 9-week grading period. Each student is responsible for submitting verification of completed service hours. The student's high school will provide for 2 hours of volunteer work each week if a student wishes to volunteer. Any civic, church or community volunteer work will be acceptable.
- 8). For those students participating in the workforce, an apprentice program will be in place. Any student that leaves early for a job, must document the weekly hours worked. The hours will be checked by the school administration each grading period. If a student quits or is dismissed from their job, they must complete hours in community service/volunteerism program.

Any deviation from the aforementioned program and its requirements must be approved by the student's principal prior to implementation.

M. 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 school.

N. BODY FLUID GUIDELINES AND PROCEDURES

It is the position of the Jackson County School System that a student entering Pre-K programs shows independence and self-care skills, specifically in the area of toileting. It is considered age-appropriate behavior upon school entry to expect “toileting independence”.

If a student has special needs and requires assistance with diapering or toileting, this should be discussed with the teacher and school nurse and addressed in the student’s Individualized Education Plan (IEP) or Section 504 Plan. Every effort will be made to meet these needs in the least restrictive environment.

Environmental/Safety Concerns

Exposure to another person's body fluid is not a safe practice. All body fluids are considered potentially infectious and can transmit a variety of communicable diseases (ALSDE, 2017). Therefore, staff cannot change or clean a student if feces and/or urine are involved. In the case of stomach contents (vomit), the school custodian has been instructed in the proper procedure for clean-up. If a student vomits, the parent will be notified to pick the student up from school.

Parent Responsibility-General Education Classes

If a student does not make it to the bathroom and soils his/her clothes with urine or feces, the parent will be called to come to the school to clean the student, dress the student in clean

clothes and take the soiled clothing off-campus. Once cleaned, the student may return to the classroom. In cases where the student self-cleans, the same procedures apply.

Soiled clothes must be stored in a plastic bag until the items can be picked up by the parent. Clothing soiled with the body fluids cannot be transported via the school bus and will be available for parent pick up for one additional day after the incident occurred. Otherwise, the soiled clothing will be discarded.

Reference: Alabama State Department of Education-Health Services-Standard Precautions in the School Setting.

Child's name _____

Class _____

Parent (printed) _____

Parent (signature) _____

4.0 PERSONNEL

A. AUTOMATED EXTERNAL DEFIBRILLATOR (AED) GUIDELINES

On-site responders (school personnel) are more likely to arrive quicker than the Emergency Medical Services (EMS) to incidents of "sudden death." Therefore, by equipping and training employees in the use of AED's it will increase the potential to save lives through AED intervention. Thus, this program will provide employees of Jackson County Schools who are *trained and willing* to use CPR and AED intervention with uniform guidelines to follow when responding to sudden cardiac arrest emergencies where CPR and AED use is warranted.

* If AED is not immediately available, perform CPR until AED arrives.

Recommended response to potential sudden death incidents:

- Determine responsiveness/level of consciousness (tap and shout).
- Send a runner to retrieve the AED
- Send a runner to inform trained staff, contact medical emergency services and report emergency location
- Alert administration of emergency

CPR trained personnel will:

- Assess the emergency
- Begin emergency treatment procedures as dictated by the emergency Open airway - head tilt, chin lift
- Check for breathing - If not breathing, or if breathing is ineffective, give 2 slow breaths.
- Observe Universal Precautions, using gloves and ventilation mask or shield if available. If breathing, place in the recovery position and monitor breathing closely
- If CPR/AED trained personnel are available, CPR and AED procedures should be initialized until EMS arrives
- Notify the AED school coordinator and program coordinator

After AED use:

Immediately following the conclusion of the incident, the AED school coordinator will contact Pam Vernon, system program coordinator about downloading the event information from the AED. Leave the AED turned off unless it is needed for an additional incident

Appropriate school personnel will compile a report and forward a copy of the report to the AED system coordinator the next day

The AED school coordinator or designee will return the AED to operational service as soon as possible following the downloading of the information of the incident

AED school coordinator will complete the following:

AED will be wiped clean

Electrode pads must be replaced and reconnected to the device.

Contact system coordinator for replacement pads

Contents of resuscitation kit must be replaced if used (ventilation mask, non-latex gloves and towel)

Single use razor must be replaced if used

Event Debriefing:

If needed arrange an informal debriefing with the local counselors within 48 hours of the event if possible

Responsibilities

AED system coordinator: (or designee)

Assist principals with identification of the AED's school coordinator Coordination of equipment and necessary maintenance Revision of the policy as needed

Monitoring the effectiveness of this program through annual system assessment

Post event review and documentation from all key participants in the event Notification of the local emergency care providers as to the presence of the AED

Communication with the medical director on issues related to medical emergency response program including post event reviews

AED school coordinator: The AED school coordinator is a staff member from each Jackson County School where an AED is located

Assist AED system coordinator with staff training

Documentation of staff training

Weekly and monthly AED equipment maintenance including restocking and returning AED to use following every incident

**** Any school employee can, at their discretion, provide **voluntary** assistance to victims of medical emergencies. The extent to which these individuals respond should be appropriate to their training and experience. These individuals are encouraged to contribute to emergency response only to the extent that they are comfortable. The emergency medical response of these individuals may include CPR, AED, or medical first aid.**

Voluntary responders may possess various amounts of training in emergency medical response and their training may be supplied by sources outside the school system. Volunteer responders can assist in emergencies, but it is strongly recommended that they participate to the extent allowed by their training and experience. Any volunteer wishing to potentially use one of the AEDs deployed on the school campuses should have successfully completed an approved AED course including CPR within the last 2 years. CPR and AED training/refreshers training is available throughout the year via health services.

Post Event Documentation

It is important to document each use of the emergency response system within 24 hours of an occurrence. An AED incident report is to be completed by the school health coordinator as soon as feasibly possible after the event.

Any and all patient information generated by the AED must be collected and kept in the patient's confidential file. (As per HIPAA and FERPA regulations).

A copy of AED use information shall be presented to the medical director of the AED program and the Jackson County system coordinator within 72 hours of the emergency. This includes an AED incident report, debriefing (if necessary), and any recorded data and all electronic files captured by the AED.

Following each use of an AED, a review shall be conducted to learn from the experience. The AED system coordinator shall conduct and document the review. All key participants in the event shall participate in the review. Included in the review shall be identification of actions that went well and the collection of opportunities for improvement as well as incident debriefing. A summary of the post event review shall be sent to the medical director. The AED system coordinator shall maintain a copy of the post event review summary.

Equipment Maintenance / Assessment

The medical emergency response system is successful if the necessary medical assistance is provided to victims in a timely and safe manner. Since actual use of this system is expected to be very infrequent, other measures of effectiveness are required:

Annual System Assessment:

Once each calendar year, the AED System Coordinator or designee shall conduct a system readiness review. This review shall include the following elements:

- Training records
- Equipment operation and maintenance records

Monthly System Check

Once a month the AED school coordinator or designee shall conduct and document a system check and retain records. This check shall include review of the following elements:

- Resuscitation kit supplies
- Expiration date of AED electrode pads and battery has not exceeded.
(Reorder battery and pads 30 days prior to expiration.)
- AED operation and status

Equipment

The AED and resuscitation kit will be brought to emergencies. The adult AED electrode pads should be used on any person who is at least 8 years of age or weighs a minimum of 55 pounds.

The pediatric pads are clearly marked and are only used at elementary schools. The AED will only be placed on victims displaying ALL symptoms of cardiac arrest. These symptoms are:

Victim is unconscious
Victim is not breathing

Victim shows no signs of circulation, such as normal breathing, coughing or movement.

Victim is “clinically dead.”

Location of AED

Jackson County Schools recommends that all AED’s placed in schools should be in a permanent, fixed location, preferably in a wall cabinet. The AED should be accessible at all times and its location should be general knowledge.

Each AED will have one set of defibrillation electrodes connected to the device and one set of spare electrodes with the AED. One resuscitation kit will be contained within or connected to the handle of the AED. This kit contains two pairs of latex gloves, one razor, one set of shears, and one facemask barrier device.

Equipment Maintenance

All equipment and accessories necessary for support of the medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

The school AED coordinator shall be responsible for having regular equipment maintenance performed. All Maintenance tasks shall be performed according to equipment procedures previously outlined.

Following use of emergency response equipment, all equipment shall be cleaned and / or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to established procedures.

B. 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 of 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. Triquat*, 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 the 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 a 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 a 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.

C. 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, tracheostomy 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.

D. 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.

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.

E. 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

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 the 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.

F. 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.

G. 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.

H. 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 parents/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.

I. 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 Superintendent's 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.

:

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.
- * The recommending official (principal, superintendent or committee) in the personnel selection process shall complete and sign the approved form provided which certifies his/her/their recommendation for the vacant position.
- * 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.

New Employee Procedures

All new employees must:

- Receive a background clearance prior to beginning work in the Jackson County School District.
- Attend the new hire orientation held prior to the beginning of the school year (unless hired after the school year begins).
- Provide transcripts to the Superintendent's office if hired for a position requiring more than a high school diploma.
- Provide a copy of a valid driver's license, and a social security card to the payroll department.
- Provide a voided check for direct deposit of their monthly salary to the payroll department.

Teacher Experience Transfer Procedures

The following information provides guidance for teachers who want to transfer previous teaching experience in the state of Alabama to the Jackson County School System.

- Verification of previous public-school experience is required.
- In Alabama, the experience must be verified on the Supplement EXP form.
- Experience must be full-time for at least 90% of the academic year.
- A sick leave balance with another public-school system or state agency in the state of Alabama may be transferred to the Jackson County School District.
- It is the responsibility of the new employee to request his/her previous employer to send a Sick Leave Transfer Record to the Jackson County Board of Education
- Salary is based on the highest degree earned according to the Alabama State Department of Education regulations, and new employees must verify their degree by submitting an official transcript.
- The completion of Lee vs. Macon training (Addressing Disproportionality In Public Schools) must be provided.

It is the responsibility of the teacher to provide Jackson County with this requested information. This information should be mailed from the verifying agency to the Jackson County Board of Education. The Central Office will make no follow-up to obtain verification of experience or higher degree for salary purposes.

Pay will be increased after the experience is submitted to the Jackson County Board of Education. The employee will not be reimbursed for any previous pay periods prior to the receipt of the experience.

J. STAFF 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.

K. 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. All schools should have a set day for a monthly faculty meeting.

L. TRAVEL EXPENSE

Authorized personnel shall be reimbursed for actual travel expenses 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.

- All personnel must request reimbursement for travel PRIOR to executing the travel. The request is made by completing the REQUEST FOR TRAVEL REIMBURSEMENT FORM.
- If travel reimbursement is approved, a TRAVEL REIMBURSEMENT FORM must be completed within a reasonable amount of time and submitted to the Superintendent for approval.

M. PROFESSIONAL DEVELOPMENT STIPENDS

Any and all stipends will be paid only when the professional development occurs outside the normal contracted hours of the employee. All required components of the professional development must be met prior to payment of the stipend.

N. SUBSTITUTE POSITIONS

Regular attendance of school personnel is a vital factor in the educational growth of students. When school personnel must be absent, it is his/her responsibility to place their absence into AESOP and notify the principal or his/her designee as soon as possible. If the position isn't picked up in AESOP it is the responsibility of the school personnel to show up at work or to contact their principal and make arrangements.

Each substitute teacher must have a valid Substitute Teacher Certificate issued by the State Department of Education. 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.

O. 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.

P. 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.

Q. SICK LEAVE BANK

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 during open enrollment. 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.

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.)

R. 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.

S. JACKSON COUNTY SCHOOLS 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 the procedure 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 may be required for all designated final applicants, independent of or as part of a pre-employment physical examination. Applicants will be

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)

Recertification 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. recertification physical examination.

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, 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 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.

T. Time Distribution Procedure (Time and Effort)

Any employee paid with federal funds is required to complete a document certifying the amount of time spent doing a particular job. These documents are issued quarterly from the Central Office to each school and signed by both the employee and the principal certifying compliance. Copies are maintained at both the school and the Central Office. Each document states the job performed, the date range of the work, and the funding source from which the employee was paid.

5.0 Fiscal and Business Management

A. 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.

B. 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.

C. 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.

D. JACKSON COUNTY CNP CHARGED MEAL AND WORTHLESS CHECK PROCEDURE

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. No student will be denied a reimbursable meal; however, 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 PayPams 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 a reimbursable breakfast or lunch meal and not having money to purchase the meal will be allowed to charge up to \$-100.00 in the cafeteria point of sale system. After the student has charged \$-100.00, they will be referred to the school office to borrow money from the principal's fund or to call home to obtain money. 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. Students will be referred to the school office to borrow money from the principal's fund or call home to obtain money. 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/PTA 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. Records of student charges will be maintained in accordance with State and Federal record retention laws.

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.

A maintenance log for NSF fees will be kept by the Child Nutrition Department in accordance with State and Federal record retention laws. Uncollected NSF checks remaining at the end of the fiscal year will be satisfied using non-public funds.

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;**
- (2) fax: (202) 690-7442; or**
- (3) email: program.intake@usda.gov.**

This institution is an equal opportunity provider.

E. 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 involuntary, 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 paycheck until the employee completes all such required records and reports.

6.00 PUBLIC AND ORGANIZATIONAL RELATIONS

A. TITLE I PARENTAL INVOLVEMENT PROCEDURE

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 section 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.

7:00 Accounting Procedures

General Ledger Activity

All valid general ledger entries, and only those entries, will be accurately recorded in the general ledger.

A. Procedures Posting Activity to the General Ledger

All activity will be posted on a daily basis to the general ledger. The posting to the general ledger accounts come from the following sources:

- Accounts Payable Module
- Purchasing Module
- Payroll Module
- Cash Receipts Entries
- Local School Accounting Software
- Manual Journal Entries

Reconciliation procedures will be performed to ensure that all information from the subsidiary ledgers are accurately posted to the general ledger. These reconciliation procedures consist of the following:

- a. Accounts Payable Register will be compared to the general ledger Trial Balance of all accounts payable accounts.
- b. Open Encumbrance Report will be compared to the general ledger Trial Balance of all reserved for encumbrance accounts.
- c. Payroll Registers will be compared to General Ledger Trial Balance of all salary, benefits, and withholdings payable accounts.
- d. Cash, Investment, and Accounts Payable Reports will be compared to the General Ledger Trial Balance for all local schools' cash, investments, and accounts payable accounts.

Documentation and Authorization of Manual Journal Entries

The CSFO will make most of the manual journal entries. Once the manual journal entry is entered, a printout of the journal entry and all relating documentation will be maintained in the office of the CSFO for review. The Superintendent will review these entries on a monthly basis.

B. CASH MANAGEMENT

Jackson County Board of Education will maintain an effective system of cash management that anticipates cash needs and plans adequately to satisfy them.

GENERAL

Cash is required to pay for all goods and services purchased by the board and to meet future obligations as they come due. The disbursement of cash, therefore, is a regular need. However, cash is not a productive asset as it earns no return. Therefore, only cash necessary to meet anticipated expenditures plus a reasonable reserve for emergencies should be kept available. Any excess cash should be invested in instruments backed by government securities as specified by code.

Maximizing Return on Idle Funds

- a. Cash not required for operations will be invested. The daily cash balances in all Jackson County Board of Education central office bank accounts will be monitored via online banking software by the CSFO. Any amount accumulated over the target balance in the checking accounts will be transferred into the appropriate investment account. There are three specific investment accounts set up: general fund investments, fleet renewal investments, and child nutrition investments. Only funds from the checking accounts that correspond to these individual investment accounts will be transferred (i.e. funds from the child nutrition checking account would only be transferred to the child nutrition investment account). The funds in the federal programs checking account are not invested. An activity report is sent by the banking institution every time funds are transferred into or out of the investment accounts. This report will be used to record a manual journal entry booking the investment activity. A monthly investment report is also received which will be used to post monthly interest earned and to reconcile the investment accounts to the amounts recorded in the general ledger.

Interest rates will be monitored on the investment accounts and if other investment vehicles (T-bills, C.D.'s, etc.) are earning higher interest rates, funds will be transferred from the investment accounts into the higher yield investment vehicle.

C. Cash Receipts

Procedures Opening the Mail

The mail will be opened and a listing of checks received will be prepared. This list will include name of the issuer of the check, the check amount, the check number, the purpose of the funds, and the date received. Checks will be secured in the CSFO office until the daily deposit is made. The individual preparing the check log will not enter receipts.

Writing Receipts

All monies received will be issued a pre-numbered receipt, which indicates amount received, who funds were received from, account number to post receipt to, and the purpose of funds. The pre-numbered receipts will be kept in a secure location. The following will be attached to the board's copy of each receipt for auditing purposes:

Copy of Check
Any supporting documentation received with the check

Once the bank deposit has been made this information will be attached to a copy of the deposit slip for posting to the general ledger.

Bank Deposits

Any cash receipted will be deposited on a daily basis. Funds will be deposited into the appropriate bank account (i.e. all child nutrition funds will be deposited into the child nutrition bank account).

INTERNAL BANK TRANSFERS

Policy Disbursements from bank accounts will be made only for valid transactions. Only individuals other than those who initiate any documents that give rise to disbursements will enter online bank transfers.

General All internal bank transfers must be documented in order to facilitate the bank reconciliation process, to ensure that no unauthorized funds are transferred, and that fiscal access to cash is restricted to authorized personnel.

***Procedures* Transfer for Payroll**

Because Jackson County Board of Education utilizes a payroll clearing fund, monies must be transferred from the other bank account to cover payroll. This transfer is made based on the Payroll Register Report by Fund Source. Fund Sources are totaled then grouped by associated bank account and the transfer is entered via the board's online banking software entered by the CSFO. A copy of the transfer report from the bank is attached to the payroll register and filed to attach to the bank statement.

Transfer for Accounts Payable

Because Jackson County Board of Education utilizes an accounts payable clearing funds, monies must be transferred from the other bank accounts to cover accounts payable. This transfer is made based on the Cash Disbursement Report included in the accounts payable batch. Fund Sources are grouped by associated bank account and the total is verified with the total on the batch cover sheet. The

transfer is then entered via the board's online banking software entered by the CSFO. A copy of the transfer report is attached to the batch cover sheet and filed to be attached to the bank statement.

Transfer for Manual Journal Entries

At times, manual journal entries are made that affect cash balances (i.e. indirect cost) that require transfer of funds between bank accounts. The CSFO enters this transfer via the online banking software and the transfer report is attached to the journal entry. The journal entry is then forwarded to the Superintendent for approval.

Petty Cash Funds

Petty cash funds will not be maintained at the central office level.

Bank Reconciliations

Adequate steps will be taken to confirm the accuracy of the cash balances shown in the general ledger.

General On a monthly basis, data on cash receipts journals, accounts payable journals, payroll journals, and manual journals should be compared with the details reported on bank statements. Unmatched and mismatched data are used to reconcile the book and bank balances.

Procedures **Preparing Bank Reconciliations**
Bank balances, as shown by the bank statements, should be reconciled regularly with the general ledger balance. Data on cash receipts journals, accounts payable journals, payroll journals, and manual journals will be compared on an item-by-item basis with the details reported on bank statements. Mismatches will be listed for investigation. The person who prepares the reconciliation will retain the reconciliations and all supporting documentation.

Determination of Reconciling Items

Discrepancies between general ledger cash balances and closing balances reported on bank statements usually result from transactions posted to cash accounts but not yet processed and recorded by banks.

Review of Bank Reconciliation

Bank reconciliations and proposed adjustments to general ledger cash balances be reviewed and approved by the CSFO and if performed by the CSFO, the Superintendent.

VARIOUS INTERNAL CONTROL PROCEDURES

FUND EQUITY

Fund Balance: Manual journal entries to fund balance (360 – Prior Period Adjustments) are made by the CSFO, as approved by the Superintendent. Prior period adjustments are also made at the local school level, as authorized by the CSFO. Adjustments to beginning fund balance are identified monthly and reported to the Superintendent by the CSFO. Reservations of Fund Balance for Encumbrances, Inventory, Prepaids, etc. are reconciled to subsidiary listing and adjusted at year-end only.

BUDGETING

Budgets of the various funding sources are the responsibility of the CSFO. The CSFO may designate various employees to participate in entering budget data. For example, the federal programs bookkeeper may be called on to input all or part of Title I budgets, but it is ultimately the responsibility of the CSFO that all budgets are balanced and correct.

REVENUES

Most revenues are generated by annual allocations received from the State Department of Education, based upon various factors including ADM, low income areas, needs assessments, and other indicators. State revenues are received monthly by electronic funds transfer based upon equal allocations of the annual appropriation. Federal revenues are received monthly by checks, based upon estimated needs reported on ES-2 Forms or Reimbursement Requests forms submitted by the Federal Programs bookkeeper. State and federal revenue received from the State Department of Education is reconciled quarterly to LEA reports. Other state revenue “paid on behalf” of the Board is recorded by journal entry monthly based upon reports received from the State Building Commission and or P.S.C.A.

Local revenues are primarily generated by ad valorem property tax collections based upon assessed values of the previous year. Prenumbered receipts are used for all cash receipts, including wire transfers.

EXPENDITURES

Expenditures are controlled primarily by the Budget process. Budgets are submitted by the various department heads/principals, who receive input from employees, parents, and support organizations. Departmental budget hearings are conducted before a budget committee, appointed by the Superintendent (usually the cabinet members). Two public hearings are advertised and conducted, according to the law, and then the Board approves the budget and the Superintendent submits it to the State Department of Education for approval. Budget transfers for local schools are approved and entered by the CSFO. Budget transfers for all other departments are approved by the appropriate Department Head and the CSFO, and then entered by the LEA bookkeeper.

Formal budget amendments are submitted at various times during the year for Board approval and SDOE approval. NextGen software systems prohibit expenditure amounts in excess of budget line items.

Monthly review of major revenue and expenditure categories should be conducted to determine that budgeting goals are being met. At the beginning of the fiscal year reviews can be less frequent because it takes a few months for budgeting trends to be reestablished.