

Eufaula City Board of Education Policy Manual



Building Our Future on a Tradition of Excellence

**Mr. Patrick J. Brannan, Jr.
Superintendent**

The Eufaula Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

Eufaula City Board of Education Policy Manual

Superintendent

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LEGAL PROVISIONS OF THE BOARD

The Code of Alabama includes several laws which describe the responsibility and authority of Boards of Education. The general administration and supervision of the public schools and the educational interests of each city shall be vested in a City Board of Education.

16-11-9. Powers Generally

The City Board of Education is hereby vested with all the powers necessary or proper for the administration and management of the free public schools within the City of Eufaula.

16-11-11. School Property Vested in Board

All property, real, personal, and mixed now held or hereafter acquired for school purposes shall be held in trust by the City Board of Education for the use of the public schools of the city.

16-11-18. Educational Policy for City Schools

The City Board of Education shall, upon the written recommendation of the City Superintendent of Education, determine and establish a written educational policy for the city and shall prescribe rules and regulations for the conduct and management of the schools. Before adopting written policies, the Board may directly, or indirectly through the Superintendent, consult with the professional organization representing the majority of the certified employees and in addition may also consult with appropriate support and certified staff or affected individuals. The Board must establish such policies and adopt such rules and regulations and file them with the State Superintendent of Education. Such written policies, rules and regulations so established, adopted or promulgated shall be made available to all teachers employed by the Board. Any subsequent amendments to such policies, rules and regulations shall be developed in the same manner, filed with the State Superintendent and furnished to the teachers employed by the Board within 60 days after adoption thereof.

CONFLICTS WITH LAW

Wherever in these policies there is, or by future legislation there may be created, a conflict with the laws of the State of Alabama, that part of these policies shall be void and of no force and effect.

RESPONSIBILITIES OF THE BOARD

The responsibility and authority to establish policies for the administration and management of the public schools in the City of Eufaula is vested in the Eufaula City Board of Education. The Board shall act as a legislative body in the determination of policies for the control, operation, maintenance, and improvement of the school system.

On certain occasions, the Board shall serve as a quasi-judicial body to hear complaints and appeals of administrative decisions from employees, pupils and/or patrons. Individual members have status as Board members only during regular or called meetings or when specifically entrusted through Board action to carry out definite assignments.

The Board shall appoint as its executive office a Superintendent of Schools, who is also the secretary of the Board of Education.

In general, the Board shall be responsible for policy making with written recommendation of the Superintendent, and for the following:

1. To determine, on recommendation of the Superintendent, and subject to Constitutional requirements and Alabama Law, the educational policies of the School System;
2. To require of the administrative staff the necessary reports and information which are essential for the Board to make appropriate decisions involving the education of the students and the general welfare of the community;
3. To cause to be taken, under the direction of the Superintendent, a decennial census of children between the ages of six (6) and twenty-one (21) years;
4. To consider, upon the written recommendation of the Superintendent, the appointment of all employees and their salaries;
5. To suspend or dismiss employees, upon the written recommendation of the Superintendent, as provided by law;
6. To approve the purchase or sale of all school lands;
7. To approve all building contracts;
8. To approve all purchases over the amount specified in the state bid law unless such purchase is approved under the school budget;
9. To approve the annual budget;
10. To publish annually in a newspaper published in the City, a full and complete statement of the receipts by source and disbursements by functions of the School System for the twelve month period ending September 30, and a statement of outstanding indebtedness;
11. To make all reports required by the State Board of Education;
12. To appoint a Chief Financial Officer;
13. To hold in trust all property, real, personal, and mixed, now held or hereafter acquired by the School System;

14. To see that every school building in the School System whose title is vested in the state, City or School System is insured for its insurable value;
15. To adopt the uniform dates for opening of the schools of the School system and Annual School Calendar; and
16. To work with the administrative staff to handle other duties required by law or situation.

TERMS OF OFFICE/METHOD OF ELECTION

Term of members shall be five years with one member's term expiring annually. Each Board member is appointed by the City Council at its first regular meeting in April. The City Council appoints annually a member or members to succeed those whose term or terms of office expire that year. A board member shall serve until a successor is appointed.

UNEXPIRED TERM FULFILLMENT

In the event a vacancy occurs on the Board, this fact shall be related to the City Council by the Board. The Council will appoint a qualified person to serve on the Board; said newly appointed member shall serve for the remainder of the unexpired term.

QUALIFICATIONS FOR SCHOOL BOARD MEMBERS

Members of the Board must be residents of the City, must not be members of the City Council, must be of good character and fitness, and must in no way be an employee of the School System. Further, no member of the Board shall be financially interested, or have any personal beneficial interests, either directly or indirectly, in the contracting, leasing, or purchasing activities of this school system.

CONDUCT FOR LOCAL SCHOOL BOARD MEMBERS

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

I. CONDUCT OF INDIVIDUAL

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

II. CONDUCT OF INDIVIDUALS AT BOARD MEETINGS

1. Work with other board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.

2. Take actions that reflect that the first and foremost concern is for the educational welfare of all students attending system schools.
3. Make decisions in accordance with the interests of the school system as a whole based on system finances available to accomplish educational goals and comply with the *School Fiscal Accountability Act*.
4. Abide by and support all majority decisions of the board.
5. Act on personnel recommendations of the superintendent in a timely manner, particularly when there are financial implications of such decisions.
6. Approve operating budgets and budget amendments that are aligned with system goals and objectives and are fiscally responsible.
7. Honor and protect the confidentiality of all discussions during executive session of the board.

III. CONDUCT OF THE BOARD AS A WHOLE

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

RESIGNATION/REMOVAL FROM OFFICE

A member of the Board may resign from the Board by submitting a letter stating such intent to the Chairman of the Board. Additionally, the office of any Board member shall be considered resigned when he or she ceases to be a permanent resident of the City.

A Board member may be removed from office by impeachment proceedings in the Circuit Court or other courts of similar jurisdiction. Removal from office via impeachment, in accord with Section 173 of the Alabama Constitution of 1901, is warranted for willful neglect of duty, corruption in office, incompetency, or intemperance, or for any offense involving moral turpitude while in office.

BOARD MEMBER DUTIES

The duties and obligations of an individual Board Member shall include the following:

1. To attend all meetings;
2. To become familiar with the Federal and State School Laws, the State Department of Education rules and regulations, Board policies, and other rules and regulations;
3. To assist in establishing the highest goals and objectives for the School System which can realistically be achieved with the available resources;
4. To vote and act in the Board meetings for the total good of the School System;
5. To accept the will of the majority vote and give support to the resultant policy;
6. To represent the Board in such a way as to promote public interest in and support for the Board-related activities;
7. To refer complaints to the proper school authorities and to abstain from individual counsel and action;
8. To recognize that frank discussions based on objective rationale are vital to the ultimate success of the School System;
9. To comply with all statutory requirements, state and local Board policies, and regulations of duly authorized administrative agencies; and
10. To act ethically in all matters at all times thereby representing the School System to the best of one's ability.

OFFICERS OF THE BOARD

At the first regular meeting held in June, the Board shall elect one of its members to serve as Chairman to take office at the June meeting. Said election shall be by open ballot and in accordance with Board Policy. In addition, the Superintendent by law shall be appointed as Secretary of the Board.

DUTIES OF THE CHAIRMAN

The Chairman shall preside at all meetings of the Board and he/she shall call special meetings when circumstances require such meetings. He/she shall sign with the Superintendent, the minutes and other official documents which require the signature of the Chairman. He/she shall perform other duties as prescribed by law or specified in policy. In the absence of the Chairman, or in the event of his/her death, or inability or failure to act, the ranking member shall perform the duties of Chairman, and when so acting, shall have all the powers of the Chairman.

ADMINISTRATIVE OFFICERS

Superintendent

The Superintendent shall be appointed by the Board as provided by law and shall serve as executive officer of the Board and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as the Board may direct. The duties of the Superintendent as identified in the Code of Alabama are:

16-12-3 Duties generally

- (a) The Superintendent shall be the chief executive officer of the Board of Education and shall see that the laws relating to the schools and the rules and regulations of the Board of Education are carried into effect.
- (b) The Superintendent shall explain the true intent and meaning of the school laws, and of the rules and regulations of the Board of Education and of the state Board of Education, subject to the provisions of this title.
- (c) The Superintendent shall decide, without expense to the parties concerned, all controversies and disputes involving the rules and regulations of the Board of Education and the proper administration of the public schools.
- (d) The Superintendent shall have authority to administer oaths and to examine under oath witnesses in any matter pertaining to the public schools of the city and to cause the examinations to be reduced to writing.
- (e) The Superintendent shall conduct all correspondence of the Board, keep and preserve all of its records, receive reports required by the Board and see that such reports are in proper form, complete and accurate. He/she shall attend all meetings of the Board and of its committees and shall have the right to advise on any motion under consideration, but shall have no vote. In case the secretary is absent, the Board shall appoint an administrator in the school system under the jurisdiction of said Board to act for the time being.

16-12-4. Establishment and Maintenance of Schools

The Superintendent of Eufaula City Schools shall recommend for approval and adoption by the Board of Education the kind, grade, and location of schools to be established and maintained.

16-12-5. Recommendations of Educational Policy and Rules and Regulations

The Superintendent, subject to the provisions of this title, shall recommend for approval and adoption by the Board of Education policies adapted to promote the educational interest of the city, and rules and regulations for the conduct of the schools.

16-12-11. Visitation of City Schools by Superintendent

The Superintendent shall visit the schools, observe the management and instruction and give suggestions for the improvement of the same. He/she shall advise with principals and teachers and shall endeavor in every way to promote public interest and improve educational conditions.

16-12-16. Nomination, Removal, etc. of Teachers, Employees, etc.

The Superintendent shall nominate in writing for appointment by the Board of Education all principals, teachers, supervisors, and all other employees of the Board and shall assign to them their positions, transfer them as the needs of the schools require, recommend them for promotion, suspend them for cause and recommend them for dismissal, subject to the provisions of Chapter 12 of the *Alabama Code*. All persons so nominated for teaching and supervising positions shall hold certificates issued by the state Board of Education.

The Superintendent shall have the authority and the responsibility for the development of course guides, handbooks, reports, or other publications which are required for the official purposes of the Board of Education and the administration of the school system.

The Superintendent may appoint committees to do research, to develop plans, to write course guides, to recommend textbooks, to evaluate services and insurance programs, and to perform other functions. These committees shall serve in an advisory capacity.

The Superintendent shall have authority to delegate administrative and supervisory duties and functions to assistants, directors, principals, and other administrative personnel.

Principals

There shall be a principal assigned to administer each school. The principal shall perform administrative, instructional, and other duties and services which are delegated by the Superintendent. All principals in the Eufaula City Schools will hold twelve month contracts.

LEGAL STATUS OF THE SUPERINTENDENT

The Chief Executive Officer of the Board is the Superintendent. He/she serves as Secretary to the Board; is the educational advisor to the Board, but does not have a vote.

While the main responsibility of the Board is to determine policy for the School System, it is the responsibility of the Superintendent to insure that policy adopted by the Board is executed. The Superintendent is authorized to delegate certain responsibilities to assistants.

The Superintendent sees that proper minutes are kept concerning Board meetings and that all business is recorded accurately. He/she conducts all correspondence of the Board, keeps and preserves all records, receives all reports required by the Board, and sees that such reports are complete and accurate.

The Superintendent shall give bond in an amount fixed by the State Superintendent of Education with a surety company duly authorized to do business in Alabama conditioned upon the faithful performance of the duties of his/her office and upon the accounting and paying over to the proper authority of all monies coming into his/her hands. Said bond must be approved by the State Superintendent of Education and a certified copy placed on file in the office of the State Department of Education.

More specifically, as Secretary to the Board, he/she shall perform the following duties:

1. Keep a full and accurate record of the proceedings of the Board;
2. Send out notices of Board meetings;
3. Keep Board members' policy manual current;
4. Advise the Board of policies previously adopted which affect items on the agenda requiring policy consideration;
5. Countersign all warrants for money drawn upon the Board funds; and
6. Perform all other duties mandated by statutes of the State of Alabama.

BOARD AND SUPERINTENDENT RELATIONS

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

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

The Board shall hold the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.

The Board recognizes that it is the responsibility of the Superintendent, with the advice and assistance of his/her staff, to prepare and make recommendations to the Board concerning all important business and professional matters. It further recognizes that the Board may accept, modify, or reject recommendations and call for new ones. After the Board has formally adopted any policies, plans, or programs for the operation of the schools, it is the responsibility of the Superintendent to put these policies, plans, or programs into effect in complete conformity with the decisions of the Board.

BOARD MEETINGS

Regular Board Meetings

The Board shall convene its regular meetings on the third (3rd) Tuesday of each month at 5:30 p.m. in the Boardroom of the Central Office. The regular meeting date may be changed to an alternate for good and sufficient reasons, which include holidays, illness, lack of a quorum, and similar reasons. Such monthly meetings shall be open to the public and at these meetings the Board shall transact such business as shall be properly brought before it. An agenda shall be prepared by the Superintendent with the advice of the Chairman and distributed to all Board members prior to the date of the meeting.

Special Board Meetings

Special meetings of the Board of Education for any purpose or purposes may be called by the Chairman or the Superintendent on his/her own initiative at the request of any two members of the Board. A notice of the time and the purpose for which the meeting is called shall be given each member, at least two days in advance of such meeting. Only business dealing with the purpose or purposes for which the special meeting was called can be transacted unless otherwise unanimously agreed upon by the members present.

Upon the determination of its necessity, the Chairman may specify and call an emergency meeting, which call may be filed with the Secretary at any time no less than three hours prior to the time set for the meeting. Upon the filing of a call for a special meeting, the Secretary shall give timely notice thereof by telephone to each member of the Board at the place he/she has previously designated for such notice. The public shall be notified as circumstances permit. It is the intention of the Board that special meetings be kept to a minimum.

Adjourned Meetings

Any legal meetings of the Board may be adjourned to a specific time and place. Only items on the agenda of the meeting adjourned may be acted upon at the adjourned meeting.

Annual Meetings

The annual meeting of the Board shall be held in May of each year.

EXECUTIVE SESSIONS

The presiding officer may, during the course of a meeting, call the Board into executive session. Such executive sessions shall be used only when the character or good name of a person is involved and as otherwise allowed by law. No official action can be taken by the Board in executive session.

NOTIFICATION

Board members shall receive notice of each regularly scheduled Board meeting, including an agenda, at least twenty-four (24) hours prior to regular Board meetings. The Superintendent shall, whenever possible, notify (or cause to be notified) all Board members at least twenty-four (24) hours prior to special meetings. Time, date, place and purpose shall be specified.

Public notice shall be given of the times, dates and places of meetings twenty-four (24) hours prior to the meeting.

PROXIES

There shall be no representation by proxy of any member of the Board of Education at any time.

AGENDAS

Unless otherwise decided by mutual consent or majority vote, the order of business shall be as follows:

1. Open meeting, establish quorum and approval of agenda
2. Delegations, Commendations and Awards
3. Approval of Minutes
4. Superintendent's Report
5. Financial Report
6. New Business
7. Adjournment

The order of business for regular meetings shall include an opportunity for citizens to address the Board. All such requests should be made twenty-four (24) hours prior to the meeting. The Chairman may establish reasonable time frames in which citizens must make presentations to the Board. The Board reserves the right to delay consideration of any matter that has not been made part of the meeting agenda.

The agenda and supportive materials for a regular Board meeting shall be provided each Board member the Friday prior to the Tuesday meeting, unless there are extenuating circumstances. Board packets for a special meeting shall be provided each Board member at least twenty-four (24) hours prior to the meeting unless the meeting or agenda items are of an emergency nature.

RULES OF ORDER

The Board shall observe Standard Rules of Order. In every case the Chairman may discuss and vote on all matters before the Board. The Secretary of the Board may not serve as Chairman.

No motion or resolution shall be declared adopted without the concurrence of the majority of the whole Board. The presiding officer may impose reasonable limits on debate or other remarks, including limiting the number of speakers and their allotted time on either side of an issue.

QUORUM

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

PUBLIC PARTICIPATION

The Board shall encourage the citizens of the community to appear and bring before the Board any matter deemed important to the improvement of the School System. The Board shall vest in the Chairman or presiding officer of the Board full authority to terminate the remarks of any person when such remarks have as their objective a personal attack on any person associated with the School System.

All delegations or individuals who wish to appear before the Board should submit their requests to the Superintendent at least twenty-four (24) hours prior to the meeting date. Such requests shall specify the nature of the business to be taken up with the Board and the names of those who wish to address the Board. They will be informed it should not exceed five (5) minutes. Each delegation which appears before the Board shall select one of its members as a spokesperson and provide his/her name to the Superintendent. The spokesperson shall adhere to time allotment as specified by the Board Chairman.

The Chairman of the Board shall not be obligated to recognize any person who desires to take up any business with the Board unless the time has been properly placed on the agenda for that meeting.

MINUTES OF THE BOARD

Complete and accurate minutes of each Board meeting will be kept by the Superintendent or a person designated by the Superintendent. A copy of all motions shall be recorded carefully. The names of those who make motions, those who second motions, those who vote “ayes” and “nays” and those that abstain from voting, shall also be recorded. A copy of the minutes will be sent to each member with the official agenda of the next month’s meeting at least two days prior to the date of the meeting. After approval by the Board, the minutes will be copied in an official record book, signed by the Chairman and the Superintendent, and will be open to public inspection.

BOARD RECORDS

All Board records required to be kept by Alabama law are the responsibility of the Superintendent. The State Superintendent of Education and City Superintendent may destroy any records, documents, books or papers required by law to be kept or maintained by them so long as photographic reproductions of such records, documents, books, or papers have been made. In so doing, these photographic reproductions are given the same force and effect as the originals. No record or other writing shall be destroyed until the copy has been processed and checked with the original for accuracy and its destruction has been approved by the State Superintendent of Education.

PURPOSES OF POLICIES

The Eufaula City Board of Education believes that it is for the best interest of education in the Eufaula City School System to provide for continuity of action and the orderly transaction of business. To accomplish this, it has established and adopted policies which set forth requirements of the Board for the operation of the schools.

POLICY REVIEW

The Board shall periodically direct the systematic review of its policies. The Superintendent shall appropriately involve representative groups of administrators, teachers, supervisors, and support personnel relative to policies affecting each group. All policy review recommendations shall be forwarded to the Superintendent for review and modifications considered necessary for the welfare of the School District. The Superintendent may present the recommendations or modifications thereof, to the Board for review. In order for any policy to become effective, it must be submitted in writing to the Board of Education at a regular meeting for initial consideration and discussion at least one month before official action is taken by the Board. At the next meeting it must receive the affirmative vote of a majority of the Board members. No policy shall be retroactive but shall become operative at the time such affirmative vote is made or at such time in the future as the Board may designate.

ADMINISTRATION IN POLICY ABSENCE

The Board authorizes the Superintendent to take reasonable and prudent action when the Board has provided no guidelines for administrative action. The Superintendent shall have the authority to act unless the authority to take such action is vested in the Board by law.

Administrative actions of the Superintendent shall be subject to review by the Board at its regular meetings. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the resultant need for policy.

ADMINISTRATIVE GUIDELINES

The Superintendent shall establish administrative guidelines to provide clear procedures for the systematic and consistent implementation of Board policy.

CONTRACTS AND FISCAL MATTERS

Contracts

All contracts of the Board, unless specified otherwise by law, will be signed by the Superintendent.

Notes

All notes or other evidence of indebtedness of the Board, unless specified otherwise by law, will be signed by the Chairman and the Superintendent and shall be limited as prescribed by law.

Checks and Drafts

All checks, drafts, or other orders for payments or money issued by the Board will be signed by the Superintendent and the Chief Financial Officer of the Eufaula City Board of Education, and will always have one original signature.

Deposits

All funds of the Board will be deposited to the credit of the Board in the depositories authorized by the Board of Education. All investments of Board funds will be made through securing competitive quotes from all financial institutions in the City of Eufaula. All investments must be secured by the institution awarded the invested funds. Funds received for school purposes by school board officials and employees shall be promptly deposited in the proper bank account. A financial institution used for the deposit and safekeeping of funds shall be approved as a qualified public depository by the Security for Alabama Funds Enhancement (SAFE Program) administered by the Alabama State Treasurer.

ATTORNEY

The Board may retain and utilize legal counsel at the Board's expense without going through the state competitive bid laws.

PERSONNEL

The Eufaula City Board of Education, on the recommendation of the Superintendent, shall classify and authorize the positions for personnel which are necessary for the operation of the Eufaula City Schools. The Board of Education will also, upon the recommendation of the Superintendent, approve a salary schedule for all teaching and administrative positions and support positions during each fiscal year.

CONSULTANTS

The Board may employ consultants to assist the Board and its employees. The services of such consultants may be secured without competitive bids. Terms of employment for consultants shall be fixed by the Board and/or Superintendent. All consultants must be approved by the Superintendent prior to the invitation and arrangement for visitation by such person or persons to the System.

SCHOOL ATTENDANCE AREAS

In compliance with the March 20, 1979, Order of the United States District Court pertaining to the Board, commencing with the school year 1979-80 only students who live with their parents or legal guardians within the jurisdiction served by the School System and those who have been accepted through the Out-of-District Policy will be accepted for enrollment.

EMERGENCY CLOSING

The decision to cancel or close a daily school session because of inclement weather, furnace breakdown, and similar common emergencies shall be at the discretion of the Superintendent or designee.

If it becomes necessary to cancel a daily school session caused by an emergency, the following notification procedure will be used:

1. Every effort will be made to notify parents, students, and school personnel at the earliest possible time.
2. The local radio stations and local TV stations will be requested to announce the cancellation of school during their early morning broadcasts.
3. The Superintendent and/or designee will notify local school administrators and transportation officials as soon as possible.
4. Local school administrators should instruct all students and school personnel of the notification procedures.
5. Local school administrators will take the necessary precautions to insure the safety and well being of students during and after dismissal procedures are initiated.

CHAPTER II
GENERAL ADMINISTRATION
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SCHOOL BOARD GOALS AND OBJECTIVES

The Board is responsible to the people and therefore should attempt to reflect the opinion of the community; however, Board members must look to the future more clearly than is required of the average citizen. The results of many of the decisions and actions of the Board will not be realized at once, but will set the course of education for future years.

The Board has established broad principles upon which it formulates its policies for the operation of the schools under its jurisdiction. These principles and beliefs are as follows:

1. Educational opportunities must be provided for all the children of all the people.
2. Educational offerings must be provided for the varying abilities and needs of the students.
3. Education must be concerned with the life needs of the students. It contributes to their total growth which includes the physical, mental, social, vocational and spiritual development.
4. Public education is obligated to contribute to the maintenance and improvement of all the finer and wholesome facts of American life.
5. The main objective of the Board of Education is to provide all students the best educational opportunities within available resources.

LINE AND STAFF RELATIONS

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

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

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

Directors shall be required to supervise and direct the programs assigned to them. Directors shall work under the direction of the Superintendent to whom they are professionally and administratively responsible.

Chief Financial Officer shall work under the direction of the Superintendent. Other central office employees shall work under the direction of their immediate supervisor and are obligated to abide by established rules and regulations in the performance of their job assignments.

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

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

QUALIFICATIONS OF SUPERINTENDENT

The Superintendent must possess the minimum qualifications for the position that are established by law and such other qualifications as may be specified by the Board. The term of the Superintendent's appointment will be established by the contract and may be renewed, extended, or modified, subject to any limitations regarding the extension or renewal of the appointment as are imposed by law.

COMPENSATION AND BENEFITS OF SUPERINTENDENT

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

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

EXPENSES OF SUPERINTENDENT

The Board may authorize a monthly travel allowance for the Superintendent. In addition, all out-of-System travel and other reasonable expenses incurred in the performance of job related duties shall be reimbursed by the Board.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR SUPERINTENDENT

The Board requires that the Superintendent participate in educational activities that will foster professional growth and development including state and national association meetings. The Superintendent shall continually seek to keep abreast of new and innovative concepts and practices in the field of education.

CONSULTING BY THE SUPERINTENDENT

The Superintendent shall devote his/her entire time to the supervision of the School System. He/she shall not be engaged in any other business. Only by prior agreement with the Board may the Superintendent undertake consultative work, speaking engagements, or other professional obligations for remuneration. Said prior agreement may be stipulated in the contract of employment between the Superintendent and Board, or may be decided by the parties as opportunities arise.

CONTRACT OF SUPERINTENDENT

The Board shall enter into a contract with the Superintendent that specifies the contract period, salary, benefits, and any other contract agreements by the Board and Superintendent.

POSITION DESCRIPTIONS

Before any new administrative or supervisory position is established, the Board must approve a job description, as presented by the Superintendent. The job description as a minimum must specify the jobholder's qualifications, performance responsibilities, and the method by which the performance of these responsibilities will be evaluated. The Superintendent shall maintain a comprehensive and up-to-date set of job descriptions for all positions in the School System.

The Board shall recruit and employ administrative personnel without regard to sex, color, creed, religion, national origin, race, age, or handicap.

POLICY IMPLEMENTATION

The Board delegates to the Superintendent the duty of implementing Board policies.

All employees have the responsibility of abiding by the policies established by the Board.

Adoption of policies not in conformity with an administrator's, supervisor's or any other employee's recommendations or personal beliefs shall not be considered as just cause for refusal or neglect by said employees to support and implement said policies to the best of their abilities. The Board shall welcome constructive criticisms provided such are directed through approved channels.

Deliberate noncompliance with or willful neglect of written policies of the Board or with written rules and regulations of the Superintendent which are approved by the Board shall be considered as justifiable grounds for dismissal under provisions of Alabama law and Board policy.

ADMINISTRATIVE RECORDS

The Board shall provide the office of the Superintendent with space and equipment for efficient administration of the schools of the School System.

All official records of the Board shall be stored in said location, as shall all necessary records associated with School System operations. These shall include all microfilms or prints made therefrom in accordance with Alabama law.

The Superintendent shall keep such records as directed by the Board, state law, the State Board of Education, or other legal and/or regulatory agencies.

School System records are public records and are available for inspection by any person at reasonable times during working hours. Certain school documents, however, e.g. pupil school health records, individual pupil reports, employee's medical history, drug or alcohol testing results, and confidential recommendations for employment are in the category of privileged information and are not public records. Eufaula City Schools will comply with the Alabama Open Records Law, Alabama Code Section 36-12-40, and The Family Education Rights and Privacy Act (FERPA) 20, U.S.C. 1232 g. in releasing any information regarding students, employees and school records.

No copies of School System records shall be copied on School System equipment or duplicated at cost to the School System other than for official school business. No official records are to leave the school or School System premises except for official school business.

There is no obligation to the School System to reproduce any records except for appropriate official agencies. Copies of School System records will be made at the expense of the requestor in accordance with the Alabama Code Section 36-12-41 at the current cost of reproduction, except when required by appropriate official agencies.

Any person may request review of such records at a mutually agreeable time through appropriate personnel in the office of the Superintendent. Mutually agreed upon times will be during regular normal working hours.

The parents or guardians of any students who are or have been in attendance at a school within the School System shall have the right to inspect and review educational records of their children. Written permission must be obtained from the parents or guardians for the release of any educational records except directory information to any individual or agency as outlined in federal law.

The administration of the School System shall maintain a record which will indicate all individuals or agencies who have made a request to see education records and the relationship or interest of the said party. This record shall be available only to parents or school officials responsible for such records, or parties authorized to audit operations of the School System.

When a student has attained eighteen (18) years of age, the permission or consent required of and the rights accorded to the parent or guardian of the student shall thereafter only be required of and accorded to the student.

ADMINISTRATIVE REPORTS

The Board requires that the Superintendent file with federal and state agencies all reports required by those agencies. Further, each principal, director, supervisor, or other administrator shall give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and shall make accurate and prompt return on scheduled dates of all statistical, accounting, and other information as required by the Superintendent or designees.

The Board shall cause to be investigated any report that inaccurate records are submitted or filed in the School System. Intentional falsification of records or reports shall be a basis for dismissal by the Board.

DATA GOVERNANCE AND USE

The Superintendent is authorized to establish procedures governing the storage, use, and sharing of data maintained electronically by the school system. Such procedures shall comply with applicable state and federal law and shall include provision for data security (including physical security measures), access controls, quality control, and data exchange and reporting (including external data requests, and third party data use). Nothing in this policy or in any procedures authorized hereunder creates or expands any entitlement or confidentiality of records beyond that which is established by law or specific Board policy. Any unauthorized access, use, transfer, or distribution of Board data by any employee, student, or any other individual may result in disciplinary action (up to and including termination for employees) and other legal action.

CHAPTER III
FISCAL AND BUSINESS MANAGEMENT
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ANNUAL OPERATING BUDGET

The Board shall approve and submit an annual budget to the State Department of Education each year for approval. The budget shall be prepared and submitted according to the classifications and items specified on forms as required by the State Board of Education for each fiscal year beginning October 1 and ending September 30.

It shall be the responsibility of the Superintendent and designated members of his/her staff to prepare the annual operating budget for submission to the Board. The budget shall be in accordance with rules and regulations prescribed by statutes, State Board of Education regulations, and the Board policies. The budget is subject to revision and approval by the Board prior to submission to the State Department of Education.

No budget shall be approved where expenditures are in excess of anticipated revenues and reserves. The budget shall be reviewed by the Superintendent periodically, and he/she shall prepare such reports as are required by law and/or requested by the Board.

The budget shall not become official until it has been approved by the Board and the State Superintendent of Education.

FUND BALANCE

Purpose: The following policy is necessary in order to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions.

Governmental Fund Definitions. The following definitions will be used in reporting activity in governmental funds. The Board may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

- The General Fund is used to account for and report all financial resources not accounted for and reported in another fund.
- Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.
- Debt Service Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt Service Funds should be used to report resources if legally mandated.
- Capital Projects Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Fund balances will be reported in governmental funds under the following five categories using the definitions provided by GASB Statement No. 54:

- Nonspendable fund balances include amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in-tact. Examples of nonspendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include: inventories, prepaid items, and long-term receivables.
- Restricted fund balances consist of amounts that are subject to externally enforceable legal restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Examples of restricted fund balances include: restricted grants.
- Committed fund balances consist of amounts that are subject to a purpose constraint imposed by formal action of the Board before the end of the fiscal year and that require the same level of formal action to remove the constraint.
- Assigned fund balances consist of amounts that are intended to be used by the school system for specific purposes. The Board authorizes the Superintendent or Chief School Finance Officer to make a determination of the assigned amounts of fund balance. Such assignments may not exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund. Assigned fund balances require the same level of authority to remove the constraint.
- Unassigned fund balances include all spendable amounts not contained in the other classifications. This portion of the total fund balance in the general fund is available to finance operating expenditures.

When expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the Board to consider restricted amounts to have been reduced first. When an expenditure is incurred for the purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the Board that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

The Board of Education along with the Superintendent and Chief School Finance Officer will periodically review all restricted, committed, and assigned fund balances. The Chief School Finance Officer will prepare and submit an annual report of all restricted, committed and assigned funds for the Board of Education.

FISCAL YEAR

The fiscal year for the School System shall be October 1st through September 30th.

BUDGET DEADLINES AND SCHEDULES

The Superintendent shall direct that a tentative budget be prepared for presentation to the Board and public for review and discussion during the required budget hearings. The proposed budget shall reflect the total amount of resources available to the Board from all funding and revenue sources and meet all requirements of law.

The Board shall hold two open public hearings pertaining to its proposed annual budget. Each hearing shall be held during a scheduled board meeting in a place and at a time convenient for the general public to attend. The chairman of the Board shall publicize the date and time of each hearing as prescribed by law. The Superintendent shall then direct that the tentative budget be put in final form and ready for presentation to the Board for adoption by prior to the deadline the State Department of Education.

ENCUMBRANCES

The Board shall not encumber funds in excess of anticipated revenues plus any balances on hand, except as provided by The Code of Alabama.

MONTHLY FINANCIAL RECONCILIATION

All bank accounts of the Eufaula City Board of Education and the schools shall be reconciled to the financial records. The chief school financial officer shall be responsible for verifying that monthly bank statements are reconciled to the financial records on a timely basis that ensures accurate monthly financial statements. A financial report showing the budgetary appropriations, expenditures, and balances shall be presented to the Board monthly. All reconciliation and financial reports shall be signed by the person(s) preparing said reports and by the Superintendent or Chief Financial Officer.

PERIODIC BUDGET AMENDMENTS

The Board authorizes the Superintendent to review and analyze the School System budget for needed changes and amendments during the fiscal year. Such needed changes shall be recommended to the Board for review and consideration. Any recommended changes shall be made only after a determination is made that the changes will not create deficits or violate State Board of Education rules and regulations or state law.

CURRENT BUDGET DEBT LIMITATION

Bonded Indebtedness

The Board shall not incur any bonded indebtedness that shall require annual payments on the principal and interest in excess of eighty (80%) percent of the anticipated revenues from the ad valorem taxes pledged to retire such bonds.

Current Indebtedness

Tax proceeds which are not pledged to retire bonded indebtedness may be used for current expenses. All funds borrowed for current expenses shall be repaid before the end of the fiscal year in which such funds are borrowed, except that such provision shall not apply during years of proration.

The Board shall not spend or obligate to spend more money in any fiscal year than the income received during that year plus the balance on hand at the beginning of said fiscal year.

LOCAL TAX REVENUES

The local tax structure for support of the School System is presently set at: four (4) mills county-wide tax, sixteen (16) mills district tax, and a variable percentage of a one cent county-wide sales tax based on the current expense ratio. Ten mills are required to participate fully in the Alabama Foundation Program.

BOND SALES

All bonds issued by the Board shall be in accordance with all applicable laws.

Tax Anticipation Bonds

Tax anticipation bonds shall be issued in accordance with section 16-30-70 through 16-13-77, *The Code of Alabama*.

Special County and District Tax Bonds

Bonds issued against any special county or district taxes shall be issued in accordance with sections 16-13-90 through 16-13-109, The Code of Alabama.

Special License, Privilege or Excise Tax Bonds

Bonds issued against any special license, privilege, or excise taxes shall be issued in accordance with sections 1613-120 through 16-13-122, The Code of Alabama.

All proposed bond issues for the School System shall be recommended by the Superintendent and approved by the Board and by the State Superintendent of Education prior to the offer for sale.

SHORT TERM NOTES

The Board, in accordance with state law, shall have the authority during any fiscal year, upon recommendation of the Superintendent, to borrow money in anticipation of current revenues for that fiscal year and to pledge the current revenues for said fiscal year for the payment of such loan or loans if funds on hand are not sufficient to meet current expenses. Such loans shall be due and payable not later than the close of the current fiscal year or when the state makes its final appropriation, except that such provision shall not apply during years of proration. All such loans shall be recommended by the Superintendent and approved by the Board. Rates of interest on any loans shall not exceed the maximum allowed by law and shall be based on competitive quotations.

All notes or other evidence of indebtedness of the Board, unless specified otherwise by law, shall be signed by the Superintendent and be limited as prescribed by law.

TEXTBOOK PAYMENT SCHEDULE

All textbooks furnished free of charge to students shall remain the property of the Board of Education. The Board shall hold every student responsible for every textbook and other materials issued to him/her. It shall be understood that the parent or guardian of any student to whom textbooks or other materials are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such materials.

Failure to pay the School System for a lost or damaged book will result in non-issuance of other textbooks. The amount of payment for lost or damaged textbooks to the School System shall be determined by the following schedule:

1st	year	original cost
2 nd	year	75% of original cost
3 rd	year	50% of original cost
4 th	year	25% of original cost
5 th	year	25% of original cost

Reimbursement will be made to students who relocate textbooks after payment is made to the School System and upon presentation of payment receipt based on the five-year schedule shown above.

INCENTIVE PURCHASING

The Board shall not permit gift incentive purchasing for personal gain by any employee of the School System. Employees are encouraged to make purchases in a manner that will benefit the School System through reduced prices rather than benefiting individual employees. Gifts provided through incentive purchasing become the property of the school.

VENDOR RELATIONS

The School System shall always promote vendor-School System relations through honest and fair business transactions. The Board and employees of the Board shall always seek to secure quality services and products in the most economical manner.

The Board prohibits any Board member or employee from accepting gifts from any person, agency, or company doing or desiring to do, business with the School System. All business-related gratuities are prohibited except nominal-value items which are widely distributed and do not exceed a value of \$50.00.

REAL PROPERTY DISPOSAL

The Board is authorized to sell real property (land and buildings) owned by the Board which is no longer used as school or worksites for an adequate consideration where such action is in the best interests of the School System. Such sales are to be in accordance with state law.

The sale of school property shall be by competitive bid or auction. Such sales shall be conducted through the Central Office, to include Board property located at local schools and shall be advertised in an appropriate manner. In the event all bids received are less than the estimated market value, the Board may reject all bids and readvertise or sell by negotiated sale, provided the price received through negotiated sale is higher than the highest bid received.

Funds received from the sale of all such property shall be receipted to the general fund of the Central Office unless other regulations take precedent.

FIXED ASSETS AND PERSONAL PROPERTY DISPOSAL

The Superintendent shall establish administrative procedures to maintain an accurate control of all new and existing fixed assets, equipment, and inventory items and procedures for disposal of property. Disposal of surplus personal property within the School System shall be by the following procedure:

1. All equipment and furniture that is obsolete, unsafe, inoperable, or no longer educationally functional at a school or, in the transportation department, maintenance department, central office, or school food service department shall be listed by the principal or departmental supervisor and submitted in writing to the Superintendent requesting it be declared "surplus." The Superintendent has the authority and responsibility to declare such listed property surplus. (Surplus property may be used as trade-in on the purchase of other new equipment.)
2. If such equipment can be utilized in another school, it shall be marked, transferred, delivered and entered on that school's inventory unless the Superintendent authorizes an on-site sale. Notification of the transfer shall be made in writing to the Superintendent's office in order to keep school and Central office inventories in balance.
3. Public sales will be held at such times as determined appropriate by the Superintendent. Notice of public sale will be advertised appropriately. Value of surplus property will be determined by competent persons.
4. Proceeds from the sale of surplus property will be receipted to the Central Office general fund unless other regulations take precedent.
5. The Eufaula City Board of Education directs that all fixed or capital assets shall be inventoried annually. Inventory records of fixed or capital assets shall be maintained in the school board's central office. A supplemental inventory of equipment items not classified as fixed or capital assets shall be maintained.

CENTRAL OFFICE DEPOSITORY OF FUNDS

Funds received for school purposes by school board officials and employees shall be promptly deposited in the proper bank account. A financial institution used for the deposit and safekeeping of funds shall be approved as a qualified public depository by the Security for Alabama Funds Enhancement (SAFE program) administered by the Alabama State Treasurer.

The Board requires that all funds of the Board, whether federal, state or local, be deposited in banks designated as the depository of the Board and only to the account of the Board. Said banks shall be located in the City and shall be members of the F.D.I.C. The Board will approve a schedule of rotation for use of banks.

BONDED EMPLOYEES

In accordance with The Code of Alabama, the Superintendent and the Chief Financial Officer must give bond in an amount fixed by the State Superintendent of Education with a reputable surety company authorized to do business in Alabama. A certified copy of such bond shall be placed on file with the State Department of Education and with the Probate Judge of the County.

The Board delegates to the Superintendent the responsibility to secure surety bonds, in an amount agreed upon by the Superintendent and the Board, for all employees of the School System who may be charged with the custody and/or responsibility for handling school funds. Currently school principals, local school secretaries/bookkeepers, and lunchroom managers shall be bonded for not less than \$10,000.00, and the Superintendent and Chief Financial Officer for not less than \$100,000.00. The School System by law is authorized to expend public school funds to pay necessary premiums for said surety bonds.

STUDENT AND FACULTY RECOGNITION

Section 94, Constitution of Alabama of 1901, as amended by Amendment No. 112 gives local boards of education the authority to expend public funds to recognize appropriate groups. Therefore, the Board authorizes the expenditure of public funds to recognize significant contributions made to education by students. The expenditure of public funds for the purposes noted above shall be according to the following provisions.

1. Any recognitions/awards purchased with public funds under the control of the School System shall be in the form of trophies, plaques, academic banquets, and other similar type promotions, i.e., no cash recognitions, awards, or promotions shall be made.
2. The expenditure of public funds for student, faculty, staff, and lay public recognition must be approved in advance by the Superintendent and the person responsible for the budget from which the funds are to be expended.
3. The Superintendent, at his/her discretion, may grant local school principals the authority to approve the expenditure of public funds that are under the control of the local school principal for the purpose of recognizing students in his/her respective school.

RECORDS RETENTION SCHEDULE

In accordance with the Alabama State Records Commission Schedule for the Alabama State Department of Education, the Board approves the use of the records retention schedule set by the State Department of Education.

Eufaula City Schools does not support or advocate the use of email archives. Users required to maintain email for an extended period or for public record must print said emails.

ACCOUNTING REPORTS AND RECORDS

The Superintendent shall have the responsibility for preparing any and all reports related to accounting of school funds that may be required by law or requested by the State Board of Education or by the Board. The superintendent shall have monthly reports of revenues and expenditures prepared for review by the Eufaula City Board of Education. The monthly financial reports and annual budget shall be made available to the public on the local internet site.

The State Board of Education shall prescribe regulations for keeping accounts and records and for making reports by or under the supervision of school boards. These accounts and records shall at all times be available for inspection and audit by authorized officials and shall be preserved as the laws of Alabama may prescribe.

A complete statement shall be provided to the media, parent organizations, members of the Legislature who represent the district and the State Superintendent of Education annually by December 31 of the receipts by source and disbursements by function for the twelve month period ending the previous September 30. This report must show outstanding indebtedness. Said statement must show a schedule for retiring said indebtedness, must separate funded indebtedness from unfunded indebtedness, and must show the resources available to pay unfunded indebtedness.

Said accounts and fiscal records shall be available during normal business hours for inspection by the public. They shall be preserved for the period of time prescribed by the State Department of Education or by appropriate authorities.

CENTRAL OFFICE AUDITS

The Board, by law, directs that all general fund and lunchroom accounts shall be audited not less than once every year. Such Central Office audits shall be conducted as soon after the end of the fiscal year as practical.

Auditing shall be completed by a certified public accounting firm licensed to do business in Alabama and approved by the Board. Auditors shall conduct audits in accordance with the procedures generally accepted by the auditing profession and shall within that scope and schedule audit such records as the Board may require. No audit shall fail to provide a comprehensive report on all accounts assigned for audit by the Board.

The Superintendent shall apprise the Board when audits are completed and arrange for the auditor(s) to present the findings of the audits to the Board. Audits other than annual audits shall be performed as the need is indicated.

RESERVE FUNDS

The Eufaula City 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 twelve. In determining the General Fund expenditures and fund transfers out, the proposed budget or budget amendment, shall be used.

EXPENDITURE OF FUNDS

The Eufaula City Board of Education grants authority to the Superintendent, subject to applicable laws, policies, and Board approved budget limitations, to expend funds for budgeted operating expenditures, without advance Board approval of specific expenditures. All such expenditures shall be included in the monthly expenditure report to the Board. The monthly accounts payable and payroll registers must be approved by the Superintendent and Chairman of the Board at the first regular board meeting following the end of each month.

CENTRAL OFFICE CHECKING ACCOUNTS

The School System shall establish a checking account(s) with a banking establishment approved by the Board to serve as the depository of various school funds. All checks in the name of the Board shall be drawn upon such account(s). Said banking establishments shall be located in the City and shall be members of the F.D.I.C. The Board will approve a rotation schedule.

All financial transactions of the School System shall be paid by check; no cash payments shall be made.

AUTHORIZED SIGNATURES FOR CHECKING ACCOUNTS

All checks issued in the name of the Board, unless otherwise specified, shall be signed by the Superintendent and Chief Financial Officer, one of which must be an original signature.

SALARY SCHEDULES AND CONTRACTS

Salary Schedules

The Superintendent shall prepare or cause to be prepared salary schedules for all personnel employed by the School System. The salary schedules shall be presented to the Board for review and approval annually, and shall be available at the Central Office and at each school or worksite.

Salary Schedules for Temporary Personnel

Salary schedules for substitute teachers and other temporary personnel shall be prepared by the Superintendent and presented to the Board annually for review and approval.

Contracts for Certified Personnel

The Board and its certified employees shall enter into contracts for fixed compensation. Such compensation may be changed for any succeeding year in accordance with the Board's salary schedule. The contract periods for personnel range from 182 to 245 days in accordance with the Salary and Supplement Schedule with starting and ending dates specified. For twelve-month personnel, the work period shall begin on July 1 each year and conclude on June 30 of the following year. All twelve-month certified personnel shall be considered as on call during the Thanksgiving, Christmas, and Spring holidays should emergencies arise.

Other

Contract principals shall be employed in accordance with the Teacher Accountability Act of 2000 and are not subject to this policy.

Employees working less than 20 hours per week will be paid at the rate approved by the Board at the time of hiring and will turn in a time sheet for each payroll period.

All teachers who do not plan to be in service the subsequent year must give written notice to the Superintendent at least 45 days prior to Institute date for the next school year in accordance with Alabama Law. The Board shall have the authority to hold a teacher to his/her contract if sufficient notice is not given.

The School System shall notify personnel, in writing, if their contract is to be non-renewed by the Board according to the laws of Alabama.

PAY DAY SCHEDULES

The Board authorizes the payment of all employee salaries of the School System on the last day of each month.

If the last calendar day of the month falls on Saturday, Sunday or a legal holiday, checks may be distributed the last working day of the month.

Personnel who permanently leave the employment of the School System may be paid accrued salary earned on the payday following termination of employment if they so desire.

Expenditures for teacher's salaries for services rendered for the scholastic year July 1 to June 30, inclusive, for any year, shall be paid from receipts for that fiscal year, October 1 to September 30, inclusive, which begins October 1 after the beginning of the scholastic year, or from cash on hand.

MANDATORY DIRECT DEPOSIT

All employees hired prior to March 15 are required to use direct deposit for their payroll and are required to enroll in the direct deposit feature by completing the appropriate enrollment form. The deadline for enrolling is June 30, 2011. The enrollment deadline provides for a phase-in period of time to allow employees sufficient time to make personal arrangements.

As a condition of employment, all newly hired or rehired employees on or after March 15 shall be required to enroll in the direct deposit feature within thirty (30) days of hire or rehire. These are the circumstances for which supplemental payment by paper check rather than direct deposit is necessary or possible.

- Circumstances that may constitute an exemption to the direct deposit rule and may be applied through a specific exemption may include payment cancellations, pay-offs for employees leaving service, etc.
- Request for a paper check due to an emergency situation must be submitted in writing to the Superintendent by the 10th of the month. These requests must truly be due to an urgent need. They may or may not be approved. Urgent requests for paper checks should not be requested on a routine basis.

SALARY DEDUCTIONS

The School System shall make all salary deductions required by law. In no cases will the School System make other deductions unless approved in writing by the employee.

1. Requests for Deductions - Only contracted employees shall be eligible for payroll deductions. Any employee requesting salary deductions other than membership dues or voluntary contributions must submit a written request or a company authorization card to the payroll clerk at the Central Office. Such requests shall be filed with the payroll clerk by the tenth (10th) of the month.
2. Deductions - Deductions may be made for, but are not limited to, tax-sheltered annuities, RSA-1, membership dues, and voluntary contributions.

3. Amount of Deductions - The employee shall indicate in his/her written request or on the company authorization card the total monthly amount to be deducted from the employee's salary for each payee. This amount shall be deducted from the monthly paycheck of the employee until revoked by the employee as outlined in this policy. The amounts deducted shall be remitted to the designated organization no more than ten (10) days after each payday.
4. Membership Dues and Voluntary Contributions - Deductions for dues and/or related voluntary contributions shall be made based upon membership lists and forms provided by the employees' organizations. Such lists and forms are to be provided by September 30 in order that the October payroll check will reflect the membership additions, changes, and deletions for the current school year. Deductions for these September authorizations will be made from salaries paid in October through July. New authorizations for membership dues and related voluntary contributions shall also be permitted to be added during the period of January 1 to January 10. Deductions for these January authorizations will be made from salaries paid in January through July. Remittances to the appropriate associations or organizations as specified by the employees will be made within ten (10) days following each payday. An updated and correct list shall be sent to the employees' organization no later than November 10 of each school year.
5. New Authorizations Other Than Dues or Contributions - Authorizations for deductions other than dues or contributions may be filed with the Payroll Clerk by the tenth (10th) of the month.
6. Minimum Deductions Allowed - No employee will be allowed to request deductions which, when added to deductions required by law, will yield a net check of less than \$1.00.
7. Salary Reduction - In the event an employee does not earn a full salary during a pay period and the requested deductions will reduce the net check to less than \$1.00, priority order will be court ordered deductions, group medical insurance, professional dues, and tax shelter annuities. The employee will be notified if there are insufficient funds to make all deductions. Reduction will be made by total deduction per payee. No partial deductions will be made.
8. Court Ordered Deductions - Court ordered deductions will be administered as stated in the order.
9. Authorization and Revocation of Contributions - New authorizations for contributions shall be made as stated in paragraph 6. Employees may revoke an authorization of a voluntary contribution at any time by filing notice in writing to the payroll clerk. Deductions for revoked voluntary contributions shall cease with the paycheck next received by the employee after thirty (30) days from the date upon which notice of revocation is received.
10. Revocation of Dues - Employees who desire to revoke deductions for dues based on membership lists filed with the Payroll Clerk must file written notice with the Payroll Clerk no later than September 15 of each year. Otherwise, no revocation of a deduction may be made until the next school year. Upon termination of employment, amounts owed shall be deducted from the employee's final pay due.
11. Authorization and Revocation of Deductions Other Than Dues or Contributions - New authorizations for deductions other than dues or contributions shall be made as stated in paragraph 5. Employees may file a revocation of authorization of a deduction other than dues and contributions at any time by notice in writing. Deductions for the revoked deduction shall cease with the paycheck next received by the employee after thirty (30) days from the date upon which notice of revocation is received. Revocations received by the tenth (10th) of the month will be effective that pay period. Revocations received after the tenth (10th) of the month will be effective the following month.

PAYROLL DEDUCTIONS: INSURANCE AND ANNUITY PLANS

The Superintendent shall establish procedures governing the handling of insurance and annuity plans through deductions for employees of the Board.

EXPENSE REIMBURSEMENT

Procedures which conform to sound principles of financial accounting shall be developed by the Superintendent and/or designee for reimbursement of travel and expense claims by School System personnel. Travel expense reimbursement will be based on amounts recommended by the Superintendent and approved by the Board.

FAIR LABOR STANDARDS ACT

The Board recognizes the requirements of the Fair Labor Standards Act of 1938 and its amendments. The Board expresses its intent to comply with the Act and authorizes the Superintendent to take the necessary steps to insure that the Board is in compliance with the Act.

All administrative personnel are expected to give due consideration to employee workloads and effective scheduling of the workday. The responsibility to see that guidelines are followed and that locally approved overtime requests that are essential rests with principals and directors.

BID PURCHASING

Bidding

The Board recognizes that expenditures of public school monies in excess of the current legal base made by the Board for labor, services, work, or the purchase or lease of materials, equipment, supplies or any other personal property, with limited exception, shall be contracted by free and open competitive bidding with sealed bids and shall be awarded to the lowest responsible bidder meeting specifications. Professional services or public works (construction, repair, renovation, or maintenance involving \$50,000 or less) may be contracted without bidding.

Local Purchasing

It shall be the option of the Board to give preference to local firms when purchasing goods and services from bids. Provided the quality of service or product is not sacrificed and the prices are competitive and in accordance with the Bid Law, bid items may be purchased locally provided the local bid is not in excess of three (3) percent for personal property and one (1) percent for construction projects.

Advertising Procedures

The Board shall authorize advertisement of all proposed purchases in excess of the current legal base by posting notice thereof on a bulletin board maintained in the central office and in any other manner and for such lengths of time as may be determined; provided, however, that sealed bids shall also be solicited by sending notice by mail to all persons, firms, or corporations who have filed a request in writing that they be listed for solicitations on bids for such particular items as are set forth in such request. If any person, firm, or corporation whose name is listed fails to respond to three (3) solicitations, such listing may be canceled. If the purchase or contract involves an amount less than the current legal base, the purchases or contracts may be made upon the basis of sealed bids or in the open market. No purchase or contract involving an amount in excess of the current legal base shall be divided into parts involving lesser amounts for the purpose of avoiding the requirements of this policy.

The Board shall endorse competitive bidding to assure that the highest possible efficiency at lowest possible cost is achieved.

COOPERATIVE PURCHASING

The Board authorizes the Superintendent as executive officer of the Board or designee to enter into agreements for cooperative purchasing with other school districts in the area.

REQUISITIONS/PURCHASE ORDERS

In accordance with sound principles of financial accounting, requisitions/purchase orders shall be prepared for all items or services to be purchased in the name of the Board and/or by the schools within the Eufaula City School System. Requisitions/purchase orders shall be submitted to and approved by the Superintendent or designee prior to issuance of a purchase order number and submission of same to respective vendors.

The Superintendent will establish Administrative Guidelines to ensure consistent procedures for completing requisitions/purchase orders.

CONTRACTS WITH EXTERNAL INDIVIDUALS OR AGENCIES

In order to secure specialized goods and/or services, the Board may enter into contracts with individuals not employed by the Board or with selected business firms, agencies, etc. All funds to be expended by the Board for such goods and services shall be based upon a signed contract with such individuals or agency officials. In such cases the contract shall specify as a minimum the following information:

1. Name of individual or agency
2. Address of individual or agency
3. Applicable Social Security Numbers
4. A description of work to be performed
5. A description of fees/honoraria to be charged
6. Work days and dates

The contract shall be in writing and shall be filed with the financial office in the Central Office for audit purposes. The contract shall be signed by the contractor and the Superintendent; if the contract is in excess of \$15,000, Board approval shall be required prior to signing by the Superintendent.

INVOICE PAYMENT PROCEDURES

All invoices to be paid from Central Office accounts will be submitted to the Accounting Department in the Central Office for payment. A schedule of payment shall be established. Invoices paid must be approved by the Superintendent or designee.

All invoices must be signed by appropriate persons noting that all goods or services have been received before they can be paid.

CAPITAL OUTLAY PURCHASING

All equipment purchases and capital outlay improvements must have the approval of the Superintendent. The Board is to be informed of items which cost \$7,500 or more, and not previously approved in the budget.

Purchases by local school personnel must have prior approval by the principal and not exceed available funds for the current school year.

LEASE AND RENTAL PAYMENTS

The Board has the flexibility to finance the acquisition, installation, equipping and/or improvement of any eligible property that such governmental entity otherwise is legally authorized to acquire through the use of lease, lease-purchase and/or installment-purchase financing.

The Board may enter into lease, lease-purchase and/or installment-purchase contracts and arrangements, on such terms and containing such conditions, stipulations and requirements as it believes necessary in order to obtain such lease, lease-purchase and/or installment-sale financing or as may be mandated by law.

Lease-purchase contracts for capital improvements and repairs to real property shall be let for periods not greater than ten years and all other lease-purchase contracts shall be let for periods not greater than five years.

STATE FEE ALLOTMENT PLAN

The following provisions shall govern the allocation of State fee money within the School System:

1. The allocation of monies to replace the matriculation fees passed by the State Legislature is to be made in accordance with the amount set by the Legislature and allocated to all certified staff in the schools.
2. The Fee Allotment shall be expended only for the purchase of instructional supplies, materials, and equipment. By law, such funds shall not be expended for furniture, fixtures, janitorial supplies, first aid supplies and equipment, or general administrative supplies and equipment.
3. The principal of each school shall plan cooperatively with the school faculty for the budgeting of this money and shall prepare a budget to be submitted to the Superintendent or designee for approval prior to submitting purchase orders. The budget must be approved by a majority vote of the faculty utilizing a secret ballot. Local schools may utilize up to fifty percent (50 %) of the individual teacher's allocation for projects with a majority consent of teachers, which must be evidenced by a signed waiver of each teacher.
4. An adequate system of record-keeping at the school and Central Office must be maintained on all expenditures from the "Fee Allotment." Such a system should provide for sub-accounts for joint faculty or department purchases, individual teacher purchases, library, and other sub-accounts as deemed necessary for adequate accounting of funds. It shall be the responsibility of each school principal to keep an accurate record of expenditures. Computer print-outs will be sent out from the Central Office monthly listing the following information: a) purchase order number, b) purchase order amount, c) open or completed invoice number, invoice amount, paid or unpaid, and d) balance.
5. The effective beginning date for purchases by teachers under the Fee Allotment Fund shall be October 1st each year provided that the State Legislature has appropriated such funds and the local school budget has been approved. Teachers are encouraged to spend the fee allocation by April 1st. Funds not expended during the fiscal year will be retained by the State. Total purchases shall under no circumstances exceed the amount allocated.
6. It shall be the responsibility of the school principal and/or designee to receive, check, and immediately approve for payment all completed purchase orders by signing the appropriate certifying form and returning the form to the Central Office. The principal shall also provide for the delivery of the items purchased to the individuals or groups within the school. Under no circumstances shall material be approved for payment until it has been received and checked.
7. Principals shall be required to combine orders of individual teachers, departments, or other groups in the school and submit a consolidated purchase order for the supplies, materials, or equipment when possible. No funds from this program may be expended except by a Central Office purchase order.
8. The Superintendent shall establish Administrative Guidelines for Accounts Payable to ensure consistent procedures for completion of purchase orders to be paid under the State Fee Allotment Plan.
9. Records of expenditure of these funds will be subject to audit to assure that funds are spent in accordance with the law. Teachers and principals should use caution in expending such funds to avoid being charged back for certain items.

INSURANCE - BUILDINGS, BUSES, AND OTHER VEHICLES

All buildings in the name of the School System are to be insured by the State Insurance Fund. All school buses, cars, and service vehicles owned by the Board are to be covered by liability insurance with a commercial company. Driver education cars on loan to the Board by automobile dealers are to be insured for comprehensive and collision. The School System must carry liability coverage which extends to anyone who transports students in their private vehicle on behalf of the School System.

RISK MANAGEMENT

The Board recognizes its responsibility for properly managing the resources of the School System. This responsibility includes concern for the safety of students, employees and the public as well as concern for protecting the School System's property from loss.

The Board authorizes the Superintendent to seek professional risk management advice, if necessary, in order to develop, implement, and maintain an effective risk management program for the District.

USE OF BOARD VEHICLES

Employees may not use Board-owned vehicle for personal purposes other than minor use such as a stop for lunch between business/worksites. When said vehicles are not being used for Board business, they will be kept at the school bus garage or assigned school sites during business hours or at the school bus garage during non-business hours.

Certain employees of the Board are assigned duties that require them to be on call twenty-four (24) hours a day to respond to emergencies involving school buses and buildings. This determination will be made by the Superintendent. Such employees are required by the Board to take service vehicles home with them in order to readily respond to emergency calls for assistance related to their employment positions.

SCHOOL USE POLICY

The Board reserves the right to enter joint use agreements with non-profit organizations that serve the citizens of Eufaula. In addition, the Board authorizes the use of school facilities for educational, cultural, civic, and recreational purposes by groups that have historically provided meaningful educational programs and activities for the community as a whole. The Board shall seek to provide such groups use of school facilities when such use will not conflict with or handicap the school programs sponsored by the schools of the School System. The use of such identified facilities shall be in compliance with the following guidelines:

Limitations - The Board prohibits the use of School System facilities for the following purposes:

1. Promulgating any theory or doctrine contrary to the laws of the United States or any political subdivision thereof.
2. Promoting any activity that violates the standards of good morals, manners, or customs subscribed to by the citizens of the community.
3. Holding public dances other than those sponsored by the schools.
4. Conducting gambling, lotteries, or games of chance.
5. Consumption of alcoholic beverages.

Restrictions - The use of School System facilities by outside groups shall be based on the following conditions:

1. No organization shall be eligible to use school facilities unless the majority of its membership live in the city, except those activities sponsored by the schools.
2. The right of the school to operate concessions at any event held on or in school property shall be reserved to the school where such facility-use occurs.
3. A fee shall be established for cafeteria and/or other school facility use by non-school groups.
4. A school employee shall be responsible for operating school equipment and opening and closing facilities. The non-school groups will be billed for the services performed by school employees.

Eligibility - Use of School System facilities shall be based on the following classifications:

1. School sponsored or school related groups, such as PTA'S, PTO'S, athletic and band boosters, study groups, school-sponsored scouting activities, etc., shall be eligible to use school facilities at a reasonable rate unless custodial help is required or additional utility costs are incurred.
2. All other groups shall be charged general use fees based on a commercial or entrepreneurial rate.

Property Damages - Groups and organizations using school facilities shall be financially responsible for any damages to school property during such use. Any group or organization that fails to respond to damage charges shall be denied all further use of school facilities.

The Superintendent shall establish administrative procedures to allow appropriate use of school facilities by the citizens of the community.

LOCAL SCHOOL FINANCES

The principal shall be responsible for the proper handling of all business affairs of the school. This includes the establishment of bank depository and group accounts, accounting of receipt, disbursement of funds, financial records and reports, and all fixed assets at the school. The principal, as trustee, is responsible for replacement of student activity money if allowed to be improperly spent.

The school bookkeeper shall be responsible to the principal and shall receive and account for all school funds in accordance with procedures prescribed by the State Department of Education, the Superintendent, and approved by the Board.

Teachers who receive money from students or others shall give individual receipts for monies received with the following exceptions:

1. money collected for lunches or snacks.
2. money collected through the sale of pre-numbered tickets to be used as admission to a public performance.
3. money collected through the sale of merchandise in a school store.
4. money collected as an admission fee to a public performance at the school.
5. money collected daily for small items such as juice and snacks which may be noted on a class roster, totaled and signed by the teacher.

Teachers who receive money from students or others must turn the money in to the school office and be receipted and then process a check for the activity for items to be purchased from the school office (e.g., magazines, yearbook, etc.)

Teachers who serve as faculty sponsors of clubs or subsidiary accounts shall review a monthly statement and shall authorize purchase orders based on minutes from the club meeting.

All expenditures of school funds shall be authorized in writing by the school principal prior to the purchase or expenditure being made. No other person is authorized to make purchases on behalf of the school. All checks issued in the name of the school shall be signed by the local school principal or by the Superintendent in the absence of the principal. In emergency situations when the principal is incapacitated, the Superintendent may authorize a designee, preferably the Assistant Principal, the authority to authorize a purchase in writing and sign checks on behalf of the local school.

Requests for purchase orders for expenditures from subsidiary accounts shall be signed by the faculty sponsor of that account. The principal shall either approve the purchase order by signature or reject the purchase order by returning it to the teacher with written reasons for denying the expenditure.

Requests for purchase orders for expenditures from subsidiary accounts of groups such as PTA, PTO, boosters, etc. shall be signed by the designated person from that organization. If the funds are available, the principal will sign the purchase order so the request can then be made.

Invoices shall not be paid until they have been signed by the person receiving the goods or services.

School funds shall be deposited in a bank insured by the Federal Depositors Insurance Corporation and located in the City, according to the rotation schedule set by the Board. All financial transactions of a local school shall be paid by check; no cash payments shall be made. Money should be deposited as soon as possible, daily if feasible. Money must be deposited a minimum of weekly.

When possible, funds should be deposited to individual school accounts in interest bearing savings accounts or certificates of deposit at a bank located in the City and insured by the FDIC.

Use of a petty cash fund is not allowed.

Disbursements shall only be made by a voucher signed by the principal and made payable to a person or company. No vouchers should be issued payable to "Cash."

Local school funds shall not be expended for personal long distance calls, personal loans, or for any purpose other than a direct benefit of the school or student body. Principals will ensure new teachers have necessary materials and supplies with a minimum of \$100 at their disposal from local funds to meet their needs.

Funds shall not be transferred from one account to another by borrowing or otherwise, except as authorized in writing by the principal, faculty sponsor, and student representative, if applicable.

All school instructional fees, charges, contributions, and deposits shall be collected and spent only as authorized by the principal and not contrary to the established policies of the Board.

All funds collected in a school shall be expended for the expressed purpose for which they are collected.

Funds collected from students for lost or damaged textbooks shall be accounted for by the schools and the account activity reported as a separate item on the monthly principal's report to the Superintendent.

Provided funds are collected from students for Driver Education fees, they shall be deposited to the school's general fund account. The principal shall be responsible for the safe-keeping and maintenance of cars and payment of insurance used in the Driver Education program. Any damages to the car should be reported to the Director of Operations. Such cars shall be parked at the school bus garage during non-school hours.

Funds collected for field trips shall be turned in to the school office and all expenses paid by vouchers (use of board owned vehicles will be paid by "trip ticket" as outlined in Administrative Guideline). Prior to each field trip, the principal is to receive and approve the trip request with destination, date(s), purpose of trip, and a listing of all persons participating (students, teachers, chaperones, etc.). A record of this information is to be kept on file along with any purchase orders and itemized invoices for expenses to be paid.

The Board desires that school activities for which a student's admission fee is charged be kept to a minimum. The admission charges shall be fixed at amounts permitting the maximum number of students to attend while covering the cost of providing such activities. Concession sales at school activities shall be operated by the school, student groups, or parent groups as approved by the principal.

All income from school operated activities and concession sales shall be deposited in designated school accounts and shall be disbursed in accordance with Board policy.

Travel expenses reimbursed from local school funds shall be in accordance with State and Board policies. Only reimbursement for travel related to school business that has prior approval of the principal shall be allowed. Administrative Guidelines established by the Superintendent must be followed.

No gifts, flowers, or contributions to faculty or students or any other person for sickness, condolences, congratulations, etc., shall be paid from the school's general fund. However, funds may be collected for such a purpose and should be recorded (receipts and disbursements) in the Accommodations Account.

Accounting and inventory of equipment should be kept in accordance with procedures established by the Superintendent.

Annually, local school funds and accounts shall be audited by an auditor approved by the Board.

LOCAL SCHOOL MONTHLY FINANCIAL RECONCILIATION

The bookkeeper/secretary at each local school shall reconcile monthly all financial records with bank statements. Said reports shall be prepared on forms prescribed by the State Department of Education. Such reports shall be signed by the person preparing the report and the local school principal. Reports shall be prepared and transmitted to the Central Office by the 2nd Tuesday of each month for review by the Superintendent and Chief Financial Officer. Reports to be submitted are: the bank reconciliation report, principal's report, monthly financial statement and report of cash disbursements, and cash receipts journal.

WORTHLESS CHECK POLICY

Eufaula City Schools will accept checks as payment for breakfast, lunch, and other related services (i.e. fund raisers, etc.). The Eufaula City Schools system has contracted with Nexcheck, LLC for the collection of any returned checks, in order to recover the funds in a private and professional manner. Eufaula City Schools will automatically be reimbursed the amount of the check from Nexcheck. Nexcheck will then collect the amount of the check plus the maximum fee established by law.

Nexcheck requires that the check received by the school system be a printed check with the individual's name, address and one phone number. For any returned checks without this information, Nexcheck will attempt to collect, but the amount of the check is not guaranteed. If Eufaula City Schools collects the funds for these type checks, they may also charge a Non-Sufficient Funds fee according to the maximum allowable by law. If collection of these type checks is not made within two weeks, the check will be turned over to the school authority for processing through the District Attorney's office and the school authority shall become responsible for the debt. No bad debts may be written off at the end of the school year. The Child Nutrition Program must collect all debts before closing the fiscal year.

LOCAL SCHOOL PAYROLL REPORTING

The Superintendent shall establish administrative procedures for local school payroll reporting to the Central Business Office. Monthly payroll registers shall be approved by the Chairman of the Board.

LOCAL SCHOOL CONTRACTS AND SALARY ADJUSTMENTS

School principals may contract on a short-term basis with non-Board employee individuals to perform temporary job tasks (example: clean the football stadium, work in the lunchroom, mow grass or perform custodial-type functions, etc.) and pay such individuals a contracted price directly from local school funds. Such individuals shall be considered as contracted employees and shall not be considered as employees of the Board. Said individuals shall not be eligible for any benefits provided regular employees. All contracts must have the Superintendent's approval prior to work performed.

Note: The above provision applies only to non-Board employees. The Superintendent's approval is required in advance to contract with a regular Board employee to perform such services to ensure it is not in conflict with the Fair Labor Standards Act.

Local school principals shall be required to follow regular employment procedures (recommendation of Superintendent and Board approval) when securing the services of individuals to be paid from local school funds on a regular basis. In such cases, the salary or wages, to include applicable payroll taxes, of such employee shall be reimbursed to the Central Office by the school principal from local school funds on a monthly basis and such individual shall be paid through the regular payroll procedures from the Central Office. Under no circumstances is a principal authorized to pay salary to any employee through cash or check from local school funds.

FINANCIAL ACCOUNTING FOR SCHOOL CLUBS AND ORGANIZATIONS

The Board endorses and supports rules and regulations by the Alabama State Department of Education and by the Southern Association of Colleges and Schools pertaining to fund-raising activities by school-related clubs and/or organizations. This regulation is stated as follows:

"Permanent, accurate records must be kept of all fees collected by or through the school, and of all funds received and expended by the school or its agencies, such as athletic associations, club and class organizations, band-parent organizations, and others. An accounting shall be completed for each year showing cash balances,

accounts receivable and accounts payable. Purchases should be made by purchase orders and receipts should be issued for all monies received.”

In-School Clubs and Organizations

All in-school student clubs, organizations, etc. must follow the regulations as stated. All drafts for the expenditure of funds from the club and/or organization account shall be authorized by said club and/or organization and the club sponsor, and a check shall be signed by the principal. The principal shall maintain a separate subsidiary account for each club and/or organization.

School-Related Clubs and/or Organizations

The Board recognizes the value of certain clubs and/or organizations that support the schools purposes and desires to work with such groups as the PTA, PTO, Band Parents, athletic organizations, etc. for continued school improvement.

The organizations are required to maintain financial records and accounts through the school effective no later than October 1, 1998. The organization has sole decision making in the use of those funds. The by-laws of the organization shall designate the treasurer or other person to request and sign a purchase order to authorize a purchase. The purchase order will then be signed by the school principal. All such clubs and/or organizations using the schools or the School System’s name to collect or solicit funds must have prior approval of the Board.

Donations by Clubs and/or organizations to the School

In the event a club and/or organization wants to purchase goods or services from the school or to make a donation to the school, the organization’s treasurer should make a request in writing to transfer funds for the donation or for the cost of the item(s) to be purchased. The principal should, in turn, give the treasurer of the organization a receipt for the amount of money received from the organization. The principal shall account for all monies through the schools books. A separate subsidiary account shall be maintained for each such club and/or organization.

Concession Sales at School Activities

Concession sales at school activities and concession sales operated by school or student groups shall be deposited in the appropriate school account and shall be disbursed in accordance with Board policy, Standards of the Southern Association of Colleges and Schools, and State Department of Education regulations. All such funds shall be subject to audit by the Board. Income from such activities and sales by parent groups shall be handled in accordance with the guidelines outlined in the above section related to clubs and/or organizations.

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PERSONNEL
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LEAVE OF ABSENCE	418	November 15, 2011 (Rv)
PROFESSIONAL LEAVES OF ABSENCE FOR PERSONNEL	418	July 28, 1998
RETIREMENT OF PERSONNEL	419	July 28, 1998
ANNUAL LEAVE	419	April 17, 2012 (Rv)
PERSONAL LEAVE	419	August 15, 2017 (Rv)
REDUCTION-IN-FORCE	419	January 18, 2011 (Rv)
POSSESSION OF DEADLY WEAPON OR DANGEROUS INSTRUMENTS	420	April 15, 2014 (Rv)
HEALTH EXAMINATIONS FOR PERSONNEL	420	July 28, 1998
COMMUNICABLE DISEASES	420	July 28, 1998
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SUSPENSION FOR DISCIPLINARY PURPOSES	423	July 28, 1998
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SCHOOL ATTENDANCE OF EMPLOYEES' CHILDREN	424	Nov 18, 2008 (Rv)
FINGERPRINTS AND BACKGROUND CHECKS	424	November 15, 2011 (Rv)
USE OF COMPUTER EQUIPMENT	424	Oct 24, 2000
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MAINTENANCE – CAREER TECHNICAL EDUCATION	424	Dec 16, 2003

EQUAL OPPORTUNITY EMPLOYMENT

It is the official policy of Eufaula City Schools that no persons will, on the grounds of race, color, disability, sex, religion, national origin, age, or creed, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity or employment.

EMPLOYMENT

When the Superintendent is notified and determines that a job vacancy exists in the School district, designated personnel will conduct an review of the applications for the specific job vacancy on the Teach in Alabama website to determine the most qualified applicants for the position. The most qualified applicants will be determined by reviewing, analyzing, and comparing the non-prioritized employment criteria data shown in the Board's policy CRITERIA FOR EMPLOYMENT. The applicants found to be best qualified will then be scheduled for interviews by the Superintendent and/or the applicable principal/work site supervisor(s) and other person(s) designated by the Superintendent. Interviews will be scheduled and conducted, and references contacted. All information from the application, interviews, and reference contacts will be reviewed and analyzed to determine the top candidate(s) to be considered for employment.

The employment of all personnel will be made in accordance with Eufaula City Schools Board Policies and Administrative Guidelines, state laws and federal laws. In order to be employed by the Board, all applicants must be recommended by the Superintendent and receive a majority vote of the whole Board.

CRITERIA FOR EMPLOYMENT

The selection of personnel in the Eufaula City Schools shall be made without regard to race, color, disability, sex, religion, national origin, age, or creed. The following objective criteria shall be used in selecting new personnel for employment within the schools of the Eufaula City Schools:

Teacher: As defined by *The Code of Alabama*, includes any employee who is required to maintain a Professional Educator's Certificate except the Superintendent, the Chief Financial Officer, and Contract Principals.

- Degree Held
- College Transcript
- Type of teaching certificate and area of endorsement on certification
- Highly Qualified Teacher designation
- Rank and class of teaching certificate
- Number of years of teaching experience within the Eufaula City Schools
- Number of years of teaching experience in public elementary or secondary education
- Number of years work experience outside of education
- Number of years of teaching experience outside of public education
- Physical and mental health
- Grades, subjects or positions in which professional experience has been gained
- Student teaching level
- Number of hours of college credit earned above highest degree held
- Number of professional development hours completed in the past 5 years

Classified Employee: As defined by *The Code of Alabama*, all adult bus drivers, all full-time lunchroom or cafeteria workers, janitors, custodians, maintenance personnel, secretaries and clerical assistants, instructional aides or assistants and all other persons who are not teachers.

- Appropriate transcripts
- Hours completed in apprenticeship or training program
- Job related courses or training
- Number of years worked within the Eufaula City Schools
- Number of years of successful job related work experience

For all prospective employees, after the use of objective criteria, a subjective evaluation in each of the following categories shall be made:

- Past performance
- Character
- Ability
- Leadership

The subjective evaluation shall be based upon a personal interview and information obtained in individual references. Only applicants seriously considered for employment based on application data shall be interviewed. As an exception, administrators will strive to ensure each local candidate receives at least one interview. No employment decisions shall be made for political or personal reasons.

RECRUITMENT OF PERSONNEL

It shall be the duty of the Superintendent to ensure that all certified and non-certified employees satisfactorily meet requirements of State Law, State Board of Education rules and regulations, including certified candidates who have attained Highly Qualified Teacher designation and School District job description qualifications. In addition, the Superintendent shall always seek to employ the best-qualified personnel for employment positions without regard to race, color, disability, sex, religion, national origin, age, or creed. The Superintendent shall establish and maintain a plan for actively recruiting promising personnel for employment by the School District.

The Eufaula City Board will make every reasonable effort to increase the number of black applicants for teaching and administrative positions and the number of blacks employed as administrators and teachers.

APPLICATIONS FOR EMPLOYMENT

Application Forms

Application forms shall be standard throughout the Eufaula City Schools and shall be designed to gather only information permitted by various laws. Application forms for job vacancies are available only through the Alabama Department of Education's Teach in Alabama website and may be accessed through the Eufaula City Schools website or through the Alabama Department of Education's website. Applications are electronically attached to specific Eufaula City Schools position announcements.

Completion Requirements

All persons seeking employment with the Board must use the Teach in Alabama application. Applicants are responsible for providing all credentials required for employment purposes and for any costs associated with providing such materials. Applicants must electronically attach a current resume to Teach in Alabama application.

References

References from persons knowledgeable of the applicant's abilities, qualifications, character, etc. are important to the selection process. It shall be the responsibility of the applicant to include the names of not less than three (3) references on the application form. The Superintendent or designee may, at his/her discretion, secure additional references from appropriate sources not listed on the application form by applicants.

RESPONSIBILITY FOR PROVIDING CREDENTIALS

Staff members and applicants are responsible for providing all credentials required for employment purposes. Applications for employment are considered complete when all required information and credentials are provided by the job applicant.

The Board shall not be obligated to pay for securing staff members' or applicants' employment credentials or for any type of examination, either educational or physical, that may be considered as a requirement for employment or continued employment for any group or class of employees.

JOB VACANCIES

When vacancies occur in new or existing certified or support employment positions, such vacancies shall be made known to current employees and prospective applicants through the posting of notices for each vacant position. The notice shall be posted by each Eufaula City Schools principal and/or work site supervisor in a readily accessible designated location at each school, work site, and Central Office, and on the Teach in Alabama website at least 20 calendar days before the position is to be filled. The notice shall include but not necessarily be limited to, the following:

1. Position title of the vacancy
2. Required qualifications
3. Salary range for the position
4. Procedure for making application
5. Information on any deadlines for applying
6. Any other relevant information.

Emergencies might arise that make it impossible for the board to hold a vacancy open for the minimum twenty (20) days. When such emergency circumstances arise, the Board shall strive to post the vacancy for not less than seven (7) calendar days in accordance with State law; except that for extreme emergencies, classroom teachers may be employed promptly to protect the educational interests of students. When this does occur, the Board shall: send out vacancy notices within one day of learning of the emergency; allow the maximum number of days practicable before filling the position; and file a report of the circumstance for the emergency hire in the annual report submitted to Plaintiff parties (including the United States). All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least twenty (20) calendar days.

Persons hired under emergency situations will be non-renewed at the end of the school year, but shall be considered for reemployment with other applicants for the following school year. Under no circumstances shall an emergency hire gain an advantage over other applicants by virtue of the emergency employment.

JOB DESCRIPTION DEVELOPMENT

It shall be the duty of the Superintendent to prepare or cause to be prepared job descriptions for all certified and support employment positions within the Eufaula City Schools. The Superintendent or designee shall periodically review and update job descriptions for said positions. Further, he/she or designee shall familiarize said personnel with their duties and responsibilities as defined by job descriptions.

As a minimum, each job description shall provide information related to the following areas:

- Title
- Reporting channel/supervisor
- Qualifications
- Basic job responsibilities
- Evaluation method

In an effort to provide maximum educational opportunities for students and comparable working arrangements for employees, it is expected the employees will meet the minimum conditions and qualifications spelled out in job descriptions at the time of employment, and will continue to maintain the ability to perform the job related responsibilities during the course of employment. However, reasonable accommodations for employees who are unable to perform certain duties delineated in their job descriptions due to illnesses, surgeries, etc. will be made.

EMPLOYMENT INTERVIEWS

Employment interviews are an important part of the process for the selection of persons to be employed by the School District. Such interviews shall be used to gather vital information that cannot be obtained from the application and personal references. Information relative to applicant's character, ability, prior job-related experiences, leadership potential, etc. may be obtained best through personal interviews.

General Provisions

The following provisions shall apply to employment interviews conducted by School District personnel:

1. Interviews will be conducted only when a vacancy(ies) has been determined, confirmed, and posted.
2. Two people designated by the Superintendent will have the responsibility for initial screening of applicants. At least one of these individuals shall be black. Interviews will be conducted only when a vacancy (ies) has been determined, confirmed, and posted.
3. Only applicants seriously considered for employment based on the results of the initial screening process shall be interviewed. The Superintendent or designee shall be responsible for arranging such interviews. The Principal or appropriate work site supervisor(s) will conduct the interview. A minimum of four (4) to six (6) qualified applicants will be interviewed, if available from the screening process. If a candidate has been previously interviewed for a similar position, the previous interview scores may be used in place of another interview at the same work site. The Principal or work site supervisor will submit the names, in priority order, of the candidates recommended for a position. The Superintendent will select the best-qualified applicant for recommendation of employment to the Board.
4. When openings occur that are selected exclusively by the Superintendent, he/she will conduct interviews for such positions. The Superintendent will recommend the person of his or her choice to the Board for approval. All local, state, and federal legal requirements shall be followed during this process.

Job Fairs

Interviews may be conducted by School District personnel at Job Fairs to assist in increasing the pool of applicants and to become familiar with applicants interested in positions that may become available in Eufaula. However, this interview will not substitute for a formal interview during the selection process for a particular vacancy.

ORIENTATION OF PERSONNEL

It shall be the responsibility of the Superintendent or designee to conduct annual orientation programs for personnel regarding policies of the Board and such other topics as may be necessary for the effective operation and improvement of the Eufaula City Schools.

In addition, the Board encourages the administrative staff to develop orientation and inservice programs on an as-needed basis for all categories of employees for the purpose of enhancing and updating skills and competencies, acquainting employees with any newly adopted programs, curricula, etc.

ASSIGNMENT OF EMPLOYEES

The Superintendent has the authority to make the assignment of employees as the needs of the Board shall require, with the advice and counsel of local school principals, work site supervisors, and appropriate members of the administrative staff. Employees will in all possible cases be assigned to positions for which they are qualified.

Changes in assignment may be considered as a transfer or reassignment, and, if so will be enacted in accordance with the Board's TRANSFER or REASSIGNMENT policy and with *The Code of Alabama*.

PERSONNEL RECORDS

The Board will require correct, complete and current personnel records on all employees.

All information contained in an employee's records that is not considered to be public information by state and federal law will be considered confidential and will not be transmitted to other persons or agencies without written approval by said employee, or as subpoenaed by legal authorities.

It will be the responsibility of each employee to insure that his/her Central Office and local school personnel files are complete and current in compliance with established Board procedures.

Each employee will have the right to review his/her local school or Central Office personnel file during normal business hours. Each employee will have the right to include in his/her personnel file a written response to any material contained within the file.

The following documents must be submitted by all employees of the Eufaula City Schools for filing in the Central Office:

- Application Form
- General Information Card (after employment)
- Current Professional Educator Certificate (if applicable)
- Record of previous teaching experience (if applicable)
- Tax Exemption Forms (W-4 and A-4)
- Sick Leave Transfer Form (if applicable)
- Alabama Teacher Retirement Form
- Copy of Social Security Card and Drivers License
- College Transcripts
- I-9 (Citizenship Form)
- Signed Computer Use Agreement
- Signed Copy of Drug Policy
- Policy Signature Sheet

PUBLIC USE OF PERSONNEL RECORDS

All information contained in an employee's records that is not considered to be public information by state or federal law will be considered confidential and will not be transmitted to other persons or agencies without written approval by said employee, or as subpoenaed by legal authorities except that general directory information may be released for use by Eufaula City Schools.

Use of personnel records by employees shall be limited to those persons who in the performance of their job responsibilities have legitimate educational interest to review such records. The public may obtain the following information from School Board employees' personnel records:

- Specific salary expenditure account information
- The race and sex of the employee
- The current assignment of the employee
- The rank and type of teaching certificate or endorsement a teacher holds
- The employee's employment experience record
- The employee's gross salary
- Date of hire and attainment of tenure
- Applications, disciplinary actions, and memoranda of reprimand
- After action by the Board has been taken, recommendations of the Superintendent for transfer or discipline

Reference: Alabama Open Records Act, Alabama Code § 36-12-40, Alabama Opinion Attorney General 96-00003 (October 4, 1995)

EVALUATION

The Board of Education requires the evaluation of all employees of the Eufaula City Schools in accordance with state law and State Department of Education regulations.

GRIEVANCES

The Board is committed to the task of maintaining the highest possible level of professional relations among members of the staff of the Eufaula City Schools and of maintaining good morale among employees. Consequently, grievance procedures should provide for sincere efforts by all persons concerned in working together on constructive solutions in an atmosphere of courtesy and cooperation. It should also be the purpose of such procedures to secure, at the lowest possible level, equitable and workable solutions to problems that may arise.

I. Definitions

- A. Grievance: A "grievance" shall be defined as a complaint by an employee or group of employees based upon an alleged violation, misinterpretation, or inequitable application of any existing policies, rules, regulations, or orders of the Eufaula City Schools or a complaint regarding the equity of policies, rules,

- regulations, or orders. Dismissals, terminations, transfers, and any other procedures already established by law are not subject to the grievance procedures herein described.
- B. Employee: An “employee” is a full-time person regularly employed by the Board by the year.
 - C. Aggrieved Person: An “aggrieved person” is the employee or employees making the complaint.
 - D. Party in Interest: A “party in interest” is the employee or employees making the complaint or the Board who might be required to take action or against whom action might be taken in order to resolve the complaint.
 - E. Days: “Days” shall mean working days.
- II. Procedures: Grievances shall be processed as rapidly as possible. The number of days stated at each level shall be considered as a maximum, and every effort shall be made to expedite the process. However, when mutually agreed upon, the time limits may be extended. In all cases, the informal procedures and discussions must be initiated by the grievant within fifteen (15) days of the occurrence of the cause giving rise to the grievance. The following procedures shall apply:
- A. Informal Procedure: An employee with a grievance shall first discuss it with his/her principal or immediate supervisor, with the objective of resolving the matter informally. The principal or supervisor must grant the employee an opportunity to discuss the matter within five (5) days of the request. The grievant must present the grievance, but he/she may be accompanied by a fellow employee or anyone of his/her choosing. However, the grievant shall not be represented by counsel.
 - B. Formal Procedure – Level One: If the informal discussion does not resolve the grievance, the grievant may within five (5) days of the discussion date file the grievance in writing on Grievance Form with the principal or immediate supervisor. The principal or immediate supervisor shall within five (5) days of receipt of the written grievance transmit his/her written decision to the grievant. The original should be returned to the grievant. The principal should keep a copy on file.
 - C. Formal Procedure – Level Two: If the aggrieved employee is not satisfied with the disposition of his/her grievance at Level One, he/she may file the grievance in writing on a Grievance Form with the Superintendent within five (5) days after the decision at Level One. The Superintendent or designee shall hold a discussion with the grievant within five (5) days and communicate his/her written decision to the grievant within five (5) days after the discussion. The grievant must present the grievance initially, but he/she may be represented by a fellow employee or anyone of his/her choosing. However, the grievant shall not be represented by counsel. The original should be returned to the grievant and the Superintendent should keep a copy on file.
 - D. Formal Procedure – Level Three: If the aggrieved employee is not satisfied with the disposition of his/her grievance at Level Two, he/she may appeal to the Board by filing a Grievance Form and written request with the Superintendent within five (5) days after the decision at Level Two. All hearings and appeals shall be conducted according to the following procedures:
 - 1. The Superintendent or designee will be present at all Level Three hearings.
 - 2. After the receipt of the written request, the Board shall set a time, date, and place for the hearing. All parties in interest, within five (5) days from the receipt of the request, shall be given written notice of the time, date, and place for the hearing. After written notice is given, the time, the date, and place can be changed only by mutual consent of the Board and the grievant.
 - 3. The hearing shall be held as long as a majority of the Board members are in attendance.
 - 4. During the hearing the grievant shall have the right to representation by a person of his/her choosing, including a member of the legal profession, to give statements, to present witnesses and documentary evidence and to cross-examine witnesses offered by other parties.
 - 5. The Board shall render its decision within five (5) days after the hearing and notify all interested parties of such decision.
 - 6. The Board shall keep the original grievance on file and give copies to parties in interest.
- III. Group Grievances: If a grievance affects a group or class of employees, the employees may submit such grievance in writing on Grievance Form directly to Level Two. The Superintendent will decide whether this grievance will be heard at Level Two or return it to Level One. The grievance procedure will then proceed as indicated above.
- IV. Rights of Employees to Legal Counsel: Any aggrieved employee may be represented at Level Three by a fellow employee or anyone of his/her choosing; however, the grievant must be present. The aggrieved employee may also exercise the option to choose an employee of the Eufaula City Schools to accompany him/her rather than an attorney. The aggrieved employee must notify the Superintendent five (5) days prior to the Board meeting in order to have Board counsel present if the employee is to be represented by counsel.
- V. Reprisals: No reprisals of any kind shall be taken by the Board or by any member of the Administration against any party in interest or any other participant in the grievance procedure by reason of such involvement.
- VI. Written Decisions: All decisions rendered at Levels Two and Three shall be in writing on the Grievance Form, setting forth the decision, and shall be transmitted promptly to all parties of interest.
- VII. Separate Grievance File: All documents, communications, and records dealing with the processing of a grievance shall be maintained for not less than thirty (30) days in a separate grievance file and shall not be kept in the personnel file of participants.

- VIII. Meetings and Hearings: All meetings and hearings under the procedure shall be conducted in private to protect the good names of individuals and shall include only such parties of interest, witnesses, and their attorneys.
- IX. Forms: A sample of the grievance form is to be included with this policy and given appropriate distribution so as to facilitate operation of this procedure.
- X. Alabama Statutes: The above procedure in no way replaces appeal procedures available to employees as specified by Alabama Statutes.
- XI. Rescissions: This procedure rescinds all previous grievance procedures adopted by the Board.

SOLICITATIONS BY STAFF MEMBERS

Staff members shall not solicit or sell any goods or services for personal gain on school property which materially interferes with or substantially disrupts the educational process in the Eufaula City Schools.

All fund-raising campaigns conducted by school employees in the community or away from school premises to obtain funds for the school, student body, class, or club must have prior approval by the local school principal and the Superintendent. Such fund-raising campaigns shall not be conducted during regular school hours.

Staff members shall not furnish lists of students or parents to any commercial firm or non-Eufaula City Schools persons. Official requests for lists of students and parents from recognized educational or governmental agencies may be granted only by the school principal or Superintendent.

SOLICITATIONS OF STAFF MEMBERS

The Eufaula City Schools shall not solicit funds from or attempt to sell goods or services to employees. The exception to this is the United Way. All employees are encouraged to participate in this community program of giving. All charity or fund-raising campaigns shall be participated in on a voluntary basis by employees of the Eufaula City Schools.

The Eufaula City Schools shall not allow commercial advertising or selling on school property by outside agencies or individuals during school or office hours. (This does not apply to those commercial firms that supply goods and services for school use.)

The Eufaula City Schools or schools within the school system shall not furnish lists of staff members to any commercial firm or non-Eufaula City Schools persons. Official requests for lists of staff members or students from recognized educational or governmental agencies may be granted.

Membership in professional organizations shall be an individual decision.

CONFLICT OF INTEREST

Employees shall not engage in any other employment or in any private business during the hours required to fulfill assigned educational duties. The Board prohibits employees from engaging in additional employment or any other personal pursuits that affect their performance, efficiency, or usefulness to the Eufaula City Schools.

The Board also prohibits employees from engaging in political activity which materially interferes with or substantially disrupts the educational process in the Eufaula City Schools. Assemblies, school classes, and materials and equipment shall not be used for partisan political purposes.

GIFTS BY STAFF MEMBERS

Staff members may present gifts to other staff members. Staff members may not use school funds to purchase gifts for other staff members except when such funds are collected for that specific purpose and are not commingled with public funds.

GIFTS TO STAFF MEMBERS

By Staff Members

Staff members may accept gifts from other staff members when they are given on a voluntary basis. Under no circumstances should an employee with administrative/ supervisory authority over another employee solicit a personal gift, honorarium, etc. from said person.

By Outside Agencies or Individuals

Staff members shall not accept personal gifts from outside agencies or individuals that are a result of or a precondition to business transactions between the Eufaula City Schools and said agency or individual. Gifts or rewards given by business agencies as a result of school-related business transactions shall become the property of the school or Eufaula City Schools.

POLITICAL ACTIVITY

Eufaula City Schools personnel engaging in political activity shall make it clear that their statements and actions are theirs as individuals and that they in no manner represent the views of the Eufaula City Schools. No partisan political activity shall be permitted on the part of any school employee at any time during regular school hours. Under no circumstances shall Eufaula City Schools personnel or designee use classrooms, facilities, materials,

equipment, etc. to espouse partisan politics. After receiving prior approval by the Superintendent, non school personnel may deliver political material to the offices of Eufaula City Schools. The Principal, or designee, will then place the material in an area not frequented by students, but one where school personnel may get the material, if they so choose.

Eufaula City Schools personnel may participate in national, city, county, or state political activities to the same extent as any other citizen, including the endorsement of candidates and contributing to political campaigns, provided such activities are conducted away from school property. In addition, employees of the Eufaula City Schools shall have the same rights as any citizen to publicly support issues and circulate petitions. Eufaula City Schools personnel seeking public office may continue to hold their employment positions as long as all political activities are conducted on their personal time, i.e. not during the workday.

CODE OF CONDUCT FOR EUFAULA CITY SCHOOLS PERSONNEL

Eufaula City Schools personnel are employed for the express purpose of contributing in a positive way to the education of the youth of the community. The community desires and deserves Eufaula City Schools employees who will provide an environment that will engender a well-rounded educational program and a safe and conscientious place for the children to learn.

In order to provide such educational programs and school environments in the respective schools of the Eufaula City Schools, all employees of the Board are expected to abide by (1) all federal and state laws, (2) all State Board of Education policies, (3) all local ordinances, and (4) all local Board policies; and to adopt and follow ethical and professional codes of conduct that reflect favorably upon the Eufaula City Schools. Failure to comply with the above-noted expectations may result in disciplinary actions.

EMPLOYEE/STUDENT RELATIONSHIPS

All employees of the Board should always maintain a professional relationship with all students, both in and outside the classroom.

Ethical conduct includes, but is not limited to, the following:

- Fulfilling the roles of trusted confidante, mentor, and advocate for students' growth.
- Nurturing the intellectual, physical, emotional, social, and civic potential of all students.
- Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement.
- Creating, supporting, and maintaining a challenging learning environment for all students.

Unethical conduct includes, but is not limited to, the following:

- Committing any act of child abuse, including physical or verbal abuse.
- Committing any act of cruelty to children or any act of child endangerment.
- Committing or soliciting any unlawful sexual act.
- Engaging in harassing behavior on the basis of race, gender, national origin, religion, or disability.
- Soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student.
- Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs.

SEXUAL HARASSMENT OF EMPLOYEES

General

It is the policy of the Board that sexual harassment of employees by other employees is unlawful behavior and will not be permitted in the employment setting. The Board is committed to providing a working environment that is free of unlawful sexual harassment and will seek to utilize available measures to deter such conduct.

Sexual Harassment Defined

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly, a term or condition of the individual's employment; or
- submission to or rejection of such a conduct by an individual is used as a basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of substantially interfering with the individual's performance or creating a hostile or offensive working environment.

Examples of Sexual Harassment

Examples of sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations; advances or propositions; continued or repeated verbal remarks about an individual's body; sexually

degrading words used toward an individual or to describe objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient.

Designation of Reporting Officer

The Superintendent and/or designee is the reporting officer for all complaints of sexual harassment involving employees of the Board. All employees of the Board shall report complaints of sexual harassment to the Superintendent or designee.

Reporting Incidents of Sexual Harassment

An individual employee who feels that he/she has been sexually harassed should report the incident to the Superintendent or designee. Such report shall be made as soon as possible after the incident or, if a series of incidents, as soon as possible after the latest occurrence. The Board would urge the employee to make such report no later than ten (10) calendar days following the incident or the latest occurrence in the series of such incidents. The complaint may be made to the Superintendent in person or may be made in writing, signed by the complainant, and so delivered to the Superintendent. If such report is first made verbally, then it will be the responsibility of the Superintendent to reduce the same to writing and to sign the written complaint. The reporting officer shall forthwith commence an investigation of such written complaint.

Complaint Resolution Procedure

If the Superintendent's designee investigates, upon completing the investigation of the complaint, the designee, if used, shall report to the Superintendent the results of the investigation of the complaint. Such report shall be in writing and a copy thereof shall be provided both the complainant and the charged employee. The Superintendent shall thereupon meet with the complainant and the charged employee, together with the designee, and make every effort to resolve such complaint to the satisfaction of both parties. If such complaint cannot be resolved at this level, the Superintendent shall report the same to the Board, and if in his/her discretion it is warranted, he/she may recommend a hearing be held by the Board in accordance with the laws and statutes applicable to such charged employee's contract status.

STAFF INVOLVED IN DECISION MAKING

The Board encourages employee participation in decision-making for the Eufaula City Schools and/or integral parts thereof. The certified staff shall be given full opportunity and encouragement to contribute in curriculum development and in policy development pertaining to the instructional program.

Each principal shall maintain channels for conferring with certified and support personnel in establishing building rules and regulations. The Superintendent shall confer with various segments of personnel concerning issues in their particular areas of employment and shall inform the Board of such counsel in presenting recommendations for Board action.

INSTITUTE

All employees are expected to attend Institute. Failure to attend may result in forfeiture of employee's contract. The Superintendent shall have authority to excuse employees from Institute attendance. Persons so excused shall be deemed to have met all requirements of attendance.

GENERAL RESPONSIBILITIES OF TEACHING PERSONNEL

The Board recognizes that each employee has the same civil and constitutional rights as any other citizen. Such rights shall be respected at all times but shall be restricted if their exercise materially interferes with the educational process. No other rights and responsibilities shall be accorded staff members unless specifically incorporated in the contracts of employment or job descriptions entered into between the Board and the employee.

Performance of Duties

The Board shall consider the following standards as minimum in the performance of a teacher's duties:

1. Genuine interest in the student as an individual;
2. Adequate knowledge of the subject matter;
3. Sufficient outside planning to create interest;
4. Enthusiasm for the teaching profession; and,
5. Provisions for the safety of students and an appropriate classroom environment conducive to learning.

General Duties

Each teacher shall discharge his/her duties in accordance with the policies of the Board and the rules and regulations of the Superintendent and Principal. He/she shall perform all other educationally related functions that the law, the Board, or his/her administrative superiors may require.

Extracurricular Duties

A teacher shall consider faculty leadership of student activities a regular part of his/her teaching duties and responsibilities. Such supervisory and leadership responsibilities shall be, insofar as possible, consistent with the teacher's abilities and interests.

Discipline

A teacher shall hold every student accountable for disorderly conduct in the school, or on the grounds of the school, or during breaks/recess. Teachers shall seek to minimize interruptions in the classroom by unruly students.

Contractual Obligations

The contractual and professional obligations of a certified teacher shall include planning, teaching, grading papers, keeping student records, counseling, and disciplining students, as well as after-school meetings, parent-teacher conferences, PTO/PTA meetings, occasional evening supervision, and other assignments necessary for the proper organization and maintenance of the curricular program.

Supervision of certain extracurricular activities which require considerable teacher time after school on an on-going basis may be contracted on a separate salary basis, as approved in the annual school budget. Teachers whose classes do not extend through the entire school day shall be subject to assignments for supervisory duties during regular school hours.

Instructional Duties

Teachers shall assume responsibility for understanding the scope and aims of the curricular program and shall make the best possible use of teaching materials. Meetings, participation in professional development activities and services on committees/ councils are expected of all teachers.

TENURE FOR TEACHERS

In accordance with *The Code of Alabama*, teachers (as defined by *The Code of Alabama*) shall attain tenure upon the completion of three complete, consecutive school years of full-time employment with the Board unless the Board issues written notice of termination to the teacher on or before the last day of the teacher's third consecutive, complete school year of employment.

A probationary teacher whose employment or reemployment is effective prior to October 1 of the school year and who completes the school year shall be deemed to have served a complete school year.

For teachers who are required to hold a Professional Educator's Certificate, in accordance with *The Code of Alabama* (excludes provisional, alternative, or emergency certificates), time in service without such a certificate shall not be credited toward the attainment of tenure.

No action may be proposed or approved based on personal or political reasons on the part of the Superintendent of the Board.

NONPROBATIONARY STATUS FOR CLASSIFIED EMPLOYEES

In accordance with *The Code of Alabama* a probationary employee (as defined by *The Code of Alabama*), attains nonprobationary status upon the completion of three complete, consecutive school years of full-time employment with the Board unless the Board approves and issues written notice of termination to the employee on or before the fifteenth day of June immediately following the employee's third consecutive complete school year of employment. In the first year of each legislative quadrennium, the written notice shall be provided on or before June 30.

A probationary classified employee whose employment or reemployment is effective prior to October 1 of the school year and who completes the school year shall be deemed to have served a complete school year.

CONTRACT PRINCIPAL

All principals hired on or after July 1, 2000, shall be contract principals as set forth in the Teacher Accountability Act 2000 and not eligible for tenure.

LENGTH OF SCHOOL DAY AND SCHOOL YEAR

The length of the school day and the school year for employees will be in keeping with the intent of State Laws, State Board of Education rules and regulations, and SACS standards. The school year is set as 180 days for students and 187 days for teachers.

WORK SCHEDULE

The work schedule for each employee will be established and will be made available at the beginning of the school year to insure that each employee understands and accepts as a condition of employment the daily schedule and the calendar period.

The work schedule for all personnel will be designated by the Superintendent and/or the immediate supervisor of said personnel.

Certified teaching personnel are generally required to be on duty in their teaching area from 7:45 a.m. to 3:30 p.m., Monday through Friday, and the necessary time to transact faculty meetings, school business, the safe and orderly dismissal of students, etc. In addition to the hours spent with instruction of students, teachers are expected to spend additional hours on campus attending faculty meetings, parent conferences, in-service education meetings, PTA meetings, and with other obligations and duties. The principal has the responsibility for scheduling these additional hours with the school staff and notifying teachers in advance of required attendance at extended time activities.

STAFF DEVELOPMENT

The Board requires the development and implementation of a comprehensive program for the continuing education of certified employees. The program will be cooperatively developed through the efforts and recommendations of teachers and administrators, and will be consistent with mandates of the State Department of Education. Attendance of certified personnel at institutes and/or training programs will be required by the Board. Non-attendance of certified personnel at required institutes and/or training programs will be cause for the forfeiture of contract with the Board.

The Board encourages the establishment of an ongoing plan of in-service opportunities for all support personnel.

PROMOTION

As leadership positions arise within the Eufaula City Schools, announcement of these openings shall be sent to all schools and posted in the Central Office. Employees who are interested in such positions shall make their wishes known by submitting a written application to the Superintendent's Office and participating in the interview process. No person can be promoted until a vacancy and/or need exists for an employee in a higher level employment position.

TRANSFER

In accordance with *The Code of Alabama*, employees may be transferred at any time as the needs of the Board require for any position for which they are qualified by skill, training, or experience upon the recommendation of the Superintendent and approval of the Board. No recommendation, vote, or decision on transfers shall be made for political or personal reasons.

Upon the Superintendent's recommendation, the Board may grant a voluntary request for a transfer of an employee for any position for which they are qualified by skill, training, or experience. Such voluntary requests must be made in writing and submitted through the appropriate supervisor to the Superintendent.

Requests by an employee to move to a position that is considered to be higher in rank, assignment, title, or rate of compensation shall not be considered a transfer and the employee must follow the Board's policy for APPLICATIONS FOR EMPLOYMENT.

REASSIGNMENT

In accordance with *The Code of Alabama*, the Superintendent may reassign a teacher to any grade, position, or work location within the same school as the needs of the Board require.

TERMINATION

Probationary Teacher: In accordance with *The Code of Alabama*, probationary teachers may be terminated at the discretion of the Board upon written recommendation of the Superintendent, a majority vote of the Board, and issuance of written notice of termination on or before the fifteenth day of June. In the first year of each legislative quadrennium, the written notice shall be provided on or before June 30. A probationary teacher who has not been terminated on or before the dates specified shall be deemed reemployed as a probationary teacher.

The employment of any probationary teacher may be terminated before the completion of the school year upon at least 30 calendar days' written notice of the date on which the Board is scheduled to vote on such recommendation. Upon issuance of such notice, the teacher may submit a written statement to the Superintendent and the Board explaining why such action should not be taken.

Tenured Teacher and Classified Employee: In accordance with *The Code of Alabama*, tenured teachers and nonprobationary classified employees may be terminated at any time because of a justifiable decrease in the number of positions or for incompetency, insubordination, neglect of duty, immorality, failure to perform duties in a satisfactory manner, or other good and just cause.

General Information: No recommendation, vote, or decision on terminations shall be made for political or personal reasons. Any required records and reports shall be completed and duly filed and all Eufaula City Schools' property shall be appropriately accounted for before final checks are issued.

RESIGNATION

In accordance with *The Code of Alabama*, no tenured teacher shall be permitted to terminate his or her employment within 30 calendar days of the next school term for students, unless such termination is mutually agreed upon. After the first day of school for students, an employee may terminate his or her employment at any other time by giving 5 days' written notice to the Board.

Any teacher terminating his or her employment in violation of this section is guilty of unprofessional conduct and the State Superintendent of Education may revoke or suspend the certificate of such teacher.

Any required records and reports shall be completed and duly filed and all Eufaula City Schools' property shall be appropriately accounted for before final checks are issued.

REEMPLOYMENT

A certified employee not on continuing service status shall be considered reemployed unless he/she is notified of the nonrenewal of his/her contract on or before the last day of the school term. A certified employee on continuing service status shall be considered reemployed unless he/she is notified of the Board's intention to cancel his/her contract, as provided in Title 16, Section 24, *Code of Alabama*.

OUTSIDE EMPLOYMENT

Employees will not engage in any other employment or in any private business during the hours required to fulfill assigned educational duties. The Board prohibits employees from engaging in additional employment or any other personal pursuits that affect their performance, efficiency, or usefulness to the Eufaula City Schools.

TUTORING

Certified personnel will not receive pay or its equivalent for out-of-school tutoring of students in their classes when the outside tutoring is in subject areas taught during the regular school day by said employees. Tutoring for any form of remuneration will not be done during the regular school hours or on school property after school. Only Board approved Tutorial programs may be provided on school property.

SUBSTITUTE TEACHERS AND SUPPORT PERSONNEL

Kelly Educational Staffing will provide all substitute teachers and substitute support personnel, except bus drivers. Substitute bus drivers will be secured by the Transportation Supervisor from a list of approved substitute drivers who are properly licensed by the State of Alabama to drive a school bus and be listed on the current insured drivers list. All substitutes will be paid at rates set by the Board of Education.

USE OF EUFAULA CITY SCHOOLS PROPERTY AND EQUIPMENT

All employees of Eufaula City Schools must adhere to the guidelines and regulations of the Alabama Ethics Commission.

No vehicle or equipment of any nature will be taken from Eufaula City Schools premises and used by any employee of Eufaula City Schools for personal use. This does not prohibit the use of such equipment as computers and typewriters within the buildings to which such equipment is assigned and used by Eufaula City Schools employees outside of working hours. Such use should always be approved by the employee's immediate supervisor.

SICK LEAVE/SICK LEAVE BANK

Leave with pay may be granted employees of the Eufaula City Schools for absences from their assigned duties due to illness or some other unavoidable cause which prevents such employees from discharging their duties. Authorization is granted under provision of State Law, rules and regulations of the State Board of Education, and policies of the Board.

Definition

Sick leave is defined as the absence from regular duty by any employee because of the following:

1. Personal illness.
2. Bodily injury which incapacitates an employee.
3. Attendance of an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee, or a person standing in loco parentis.
4. Death in the immediate family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, uncle or aunt, granddaughter, grandson, grandfather, grandmother).
5. Where unusually strong personal ties exist, due to an employee's having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In such cases the employee concerned shall file with his/her local board of education a written statement of the circumstances which justify an exception to the general rule.

Authorization

Sick leave shall apply to all full time employees of the Board and shall be in accordance with rules and regulations as follows:

1. One day of sick leave per month is allowed for the total months of full time employment per scholastic year (July 1 through June 30) except in those cases where existing legal codes or Board policy might otherwise specify.
 - a. Certified personnel, i.e., teachers and administrators, shall be allowed one day per month for each month of full time employment specified in their contract, and may accumulate an unlimited number of sick leave days.
 - b. Support personnel shall be allowed one day per month for each month of full time employment specified in their contract, and may accumulate an unlimited number of sick leave days.

2. Unused sick leave allowable by the State Board of Education may be transferred to other school systems, or from other school systems, within the State of Alabama. It shall be the responsibility of individual employees to request previous employers to supply the bookkeeping office with verification papers for days to be transferred into the Eufaula City Schools.
3. Sick leave shall be allowed only if the absence falls within the definition of sick leave as defined in this policy.

Physician's Release

Provided an employee has experienced a long-term, debilitating illness which may affect his/her ability to perform job-related tasks, the Board, in such cases, reserves the right to require such employee to secure a physician's statement certifying that the employee is able to return to work and perform job-related responsibilities.

Sick Leave Bank

The Board, at the request of a minimum of ten percent (10%) of its full time personnel, has established a sick leave bank for certified and support personnel. To participate in the sick leave bank, personnel are required to deposit two days.

The accounting and administration of the sick leave bank shall be the responsibility of the Board. Proposed rules and regulations for the operation of the sick leave bank shall be developed by a Sick Leave Bank Committee in compliance with Act 99-581.

The guidelines established by the Sick Leave Bank Committee and approved by a majority of the members will be distributed to all members. The following minimum regulations will apply to the sick leave bank:

1. No employee shall be allowed to owe more than 15 days unless over 50% of the participating members of the bank vote to extend said limit.
2. Applications for sick leave loans shall be developed by the committees.
3. Upon 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 pay check and at the prevailing rate.
4. An employee participating in the program shall be allowed to accumulate an unlimited number of sick days.
5. Participation in the sick leave bank shall at all times be voluntary on the part of the employee.
6. Any alleged abuse of the use of the sick leave bank shall be investigated by the committee and, on a finding of wrongdoing, the employee shall repay all of the sick leave credits drawn from the sick leave bank and be subject to other appropriate disciplinary action as determined by the Board.

Employees, at their discretion, may donate a specific number of days to the sick leave bank to be designated for a specific employee 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 donated, the employee who is to receive such days shall have no sick leave days or personal days remaining. Donated days shall become available for use by the particular employee who shall not be required to repay the days. Any employee who donates sick leave days to the sick leave bank for a particular employee suffering from a catastrophic illness shall be made to understand that such donated days are not to be recovered or returned to the donor; however, if a particular employee does not require all of the donated days to the employee's credit, the days shall revert to the credit of those employees who donated the days in accordance with the guidelines adopted by the sick leave bank committee. No employee may donate more than 30 sick leave days, except as allowed by state law, to the sick leave bank for the catastrophic sick leave days of any employee. A sick leave bank is authorized to donate sick leave days to another sick leave bank for use by a particular employee who is suffering a catastrophic illness.

SICK LEAVE FOR JOB RELATED INJURIES

The Code of Alabama, Section 16-1-18.1 grants Eufaula City Schools personnel up to ninety (90) workdays of sick leave for job-related injuries. The following provisions shall apply:

1. Superintendent and Board must determine, with the aid of appropriate documentation, that an employee has been injured on the job and cannot return to work as a result of the injury.
2. Days granted must be consistent with the employee's injury and the subsequent absences from work resulting from such injury.
3. During such leave, personnel shall not receive salary in excess of 100% of regular salary.
4. Such leave may be granted only for temporary disabilities.
5. Personnel shall be made aware of their rights to appear before the Alabama State Board of Adjustment.

Provided such leave is granted by the Board, said employee's salary shall continue as if he/she were performing regular duties and said sick leave days shall not be deducted from his/her regular accumulated sick leave days. Regular sick leave days will be earned while out of service due to job-related injuries.

On-The-Job Injury Defined

On-the-job injury is defined as any accident or injury to the employee occurring during the performance of duties or when directed or requested by the employer to be on the property of the employer, which prevents the employee from working or returning to his or her job.

Application Procedures

Personnel sustaining a verifiable on-the-job injury must complete all procedures specified in the policy "Reporting On-The-job Injuries." Appropriate forms (On-The-Job Injury Report, Physician Certification Form, and

Request for Sick Leave and Salary Continuation for On-The-Job Injury) must be submitted to the Superintendent or designee.

Reimbursement to Employer

The Reimbursement to Employer Form must be submitted to the State Department of Education for all reasonable on-the-job injury costs incurred in hiring substitutes for absent employees during each fiscal year. These costs are not to exceed substitute pay for 90 workdays per employee.

REPORTING ON-THE-JOB INJURIES

An employee suffering a job-related injury must comply with the following procedures:

- I. Immediate Actions:
 - A. Notify immediate supervisor of injury within 24 hours after the injury occurred or where the employee is not clinically able to make notification, it shall be permissible for another person who is reasonably knowledgeable of the incident to make the notification of the injury.
 - B. File an On-The-Job Injury Report Form with the Superintendent or designee.
 - C. File a Physician Certification Form verifying that the employee was injured and cannot return to work as a result of the injury with the Superintendent or designee. The Board may require a second opinion from another physician at the expense of the employing Board.
 - D. File a Request for Sick Leave and Salary Continuation for On-the-Job Injury with the Superintendent or designee.
- II. File medical claims with personal health insurance carrier: The Board of Adjustment makes it a rule to award only expenses not covered by insurance (out-of-pocket expenses). Evidence must be documented to show what treatment was provided, when it was provided, and what charges were made (an itemized bill). Along with an itemized bill, evidence of insurance filing and the amount paid and not paid by insurance should be provided (an insurance company summary sheet, etc.)
- III. File claims for out-of-pocket expenses with the State Board of Adjustment (such expenses would include these not paid for by personal health insurance carrier, such as mileage expense incurred to and from doctor, and home care by nurse). The claimant should provide evidence (receipts, bills, etc.) to substantiate the expense award.

After an employee has been absent from work in excess of ninety (90) working days, the employee has the option of filing a claim for lost wages with the State Board of Adjustment or using accumulated sick leave days.

NOTE: Sick leave days used for on-the-job injury are not refundable. Should the employee choose to incur lost wages, a claim for lost wages should only be filed after the employee has returned to work. The claimant must provide evidence (usually a letter from employer) to show the number of days, weeks, etc., lost from work as a result of an on-the-job injury and the claimant's rate of pay.

The responsibility of filing a claim with the Alabama State Board of Adjustment rests with the injured employee.

- IV. Disability - If necessary, claimant should provide medical evidence (usually a letter or report from physician) that he/she has reached maximum medical improvement and is left with a disability. The rate of disability should be stated in percentage of the whole body or whatever part (leg, arm, etc.) is involved.

IMPORTANT - The Alabama State Board of Adjustment usually limits its awards to documented out-of-pocket expenses incurred by the claimant, keeping in mind that awards are made as reimbursement for expenses incurred. The responsibility for payment of any and all expenses (doctors, drugs, etc.) rests with the person receiving the treatment or services.

SICK LEAVE DAYS FOR RETIREMENT PURPOSES

Based on The Code of Alabama, all personnel of the Eufaula City Schools, who are members of the Alabama Retirement System and whose retirement date is on or after June 1, 1984, may use unused, accrued sick leave for retirement purposes. The following provisions shall apply:

1. Those eligible to receive credit for accrued sick leave for retirement purposes are
 - a. those retiring on service, and
 - b. those retiring on disability who are otherwise eligible for service retirement by being over age sixty (60) or having more than twenty-five (25) years of service.
2. Accrued sick leave may be applied as retirement credit according to the guidelines established by the Teacher Retirement System.
3. Retirement service will be granted based on a ratio of accrued sick leave days limited to a maximum of one (1) sick leave day per month of employment.
4. An employee participating in the program shall not attain vested status (10 years) or eligibility for disability retirement nor add service credit to one retiring on disability (except in l.b. above).

5. All sick leave days to be used toward retirement must be certified by the Eufaula City Schools. Each employee receives an accounting of accrued sick leave days monthly with the payroll check.
6. Long-term sick leave for purposes of retirement only will not be permitted, unless an employee meets the conditions of illness as defined by the Alabama State Board of Education as stated above; however, an employee is entitled to apply for retirement service credit based on individual unused, accrued sick leave days.

MILITARY LEAVE FOR PERSONNEL

General Policy

All employees are entitled to military leave of absence when ordered to active duty for training as members of the Alabama National Guard or any component of the United States Armed Forces. Employees who volunteer, are drafted, or are ordered to extended active duty with any component of the United States Armed Forces shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner.

Military Leave for Training or Short Term Duty

Employees who are required to attend annual training or special active duty for training shall not suffer any loss of salary during the first twenty-one (21) days of such absence in any calendar year. Such employees who are ordered for such duty shall provide a copy of their orders to the Superintendent. Such leave will be without loss of benefits. Such arrangements shall apply to any "military call-ups".

Reinstatement to Positions after Extended Duty

Employees who volunteer, are drafted, or are called to active duty for extended periods will be placed on "Military Leave of Absence" upon written application by such employees and be entitled to reinstatement to their former or similar positions upon their return under the conditions that follow:

1. They must not have remained on active duty beyond their first opportunity for honorable or general release; and
2. They must report to claim reinstatement within ninety (90) days after completion of such service (31 days in case of individuals who undergo only six (6) months' active training or less).

Military service shall not be considered for placement on the salary schedule, except that verifiable full-time teaching experience in military post-secondary institutions will be given consideration for placement on the salary schedule.

MATERNITY LEAVE FOR PERSONNEL

An employee of the Eufaula City Schools shall be eligible for maternity leave in accordance with the following provisions:

1. Maternity leave shall be without pay, except that accumulated sick leave days may be utilized in accordance with the state's sick leave law, i.e. an employee must notify her principal/supervisor on a daily basis when sick leave days are to be used for illnesses associated with pregnancy. However, once the attending physician determines that the employee can no longer perform expected duties and provides a written statement to that effect, sick leave days may be used at the discretion of the employee, i.e. an employee may use any portion of her accumulated sick leave days upon written notification of her principal/supervisor.
2. Maternity leave normally shall not extend over a period of time exceeding twelve (12) work weeks during any twelve (12) month period; however, under unusual circumstances additional leave days may be granted by the Board upon the recommendation of the Superintendent.
3. Maternity leave shall become effective under ordinary circumstances, when, the employee requests and has such leave approved by the Board, or the attending physician certifies in writing that it is in the best interest of the employee to take such leave. Should the employee desire to begin maternity leave prior to the time the attending physician certifies in writing that it is in the best interest of the employee to take such leave, the Board, in an effort to protect the educational interest of students and the Eufaula City Schools, reserves the right to delay granting of such leave until the next logical break in the academic year, i.e., nine week/semester break.
4. Maternity leave ends, under ordinary circumstances, when, the employee requests to return to work and/or when the attending physician certifies that the employee is able to return to work. Normally, maternity leave will not extend beyond twelve (12) weeks for childbirth. However, additional time may be granted when associated unusual circumstances arise.
5. Maternity leave shall not be counted as experience in determining placement on the salary schedule, except an employee who has worked more than one half (1/2) of his/her contract days during that scholastic school year shall be placed on the salary schedule on the step she would have reached had she completed the full year.
6. An employee returning to work from an approved maternity leave shall be restored to her former position or a position of like nature, except that a certified employee on returning from maternity leave shall be restored to her former position. Such employee shall maintain her tenure/permanent status or movement toward tenure/permanent status and all accruable benefits, except that days are not to be accrued for sick leave or annual leave while on maternity leave without pay.

7. An employee is required to perform all job-related duties outlined in her position description while employed, pregnancy notwithstanding.
8. The Board assumes liability only for the regular safety it provides any employee. Thus, a pregnant employee shall assume liability for injuries she may incur that are outside of the Board's protection.
9. Entitlement to maternity leave expires at the end of the twelve-month period beginning on the date of such birth.

Application Procedure:

An employee may apply for maternity leave by submitting a completed Maternity Leave Request Form to the Superintendent or designee through the principal/supervisor. The application must include the estimated date of delivery, the expected beginning and ending dates (normally not to exceed the twelve (12) work week limit) of the leave, and the intent to use or not to use any accumulated sick leave days as a part of the proposed leave. In addition, an attending physician's statement is required. A duplicate copy of the written request shall be filed with the principal or supervisor.

Upon being granted maternity leave, the employee shall be subject to any applicable laws, including the transfer provisions of Title 16 of *The Code of Alabama*. Such leave shall not jeopardize the employee's unused sick leave, tenure, or other applicable benefits.

The Superintendent or designee may require a doctor's statement to verify an employee's fitness to continue working or to return to work.

FAMILY AND MEDICAL LEAVE FOR PERSONNEL

It is the policy of the Board to make available to eligible employees of the Eufaula City Schools family and medical leave in accordance with the Family and Medical Leave Act (FMLA). The leave will be without pay for up to 12 weeks in any 12-month period, will be gender-neutral, and may be taken for one or more of the following reasons:

1. Birth of a child.
2. Adoption of a child or placement of a foster child.
3. Care of a sick spouse, child, or parent.
4. Serious health condition of the employee.

A. DEFINITIONS

1. Eligible employee - Means one employed with the Eufaula City Schools for at least 12 months during which time the employee worked at least 1,250 hours.
2. Health Care Provider - Means a state licensed medical doctor.
3. Family Member - Means a legal spouse, biological parent(s), and a biological son or daughter, an adopted or foster child, or stepchild, or a legal ward, or a child of a person standing in loco parentis who is under 18 years of age or 18 years of age or older and incapable of self care.
4. Parent - Means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.
5. Serious Health Condition - Means an illness, injury, impairment, or physical or mental condition involving inpatient or continuing treatment by a health care provider.
6. Spouse- Means a husband or wife, as the case may be.
7. Week - Means a work week

B. ELIGIBILITY FOR FAMILY AND MEDICAL LEAVE

1. The employee must have been employed by the Board for at least 12 months and for at least 1,250 hours during the prior 12 month period.
2. Upon the birth of a child, the mother is eligible for up to 12 weeks of leave under the FMLA. The law provides that when the mother's leave period is over, the child's father is eligible for up to 12 weeks of leave. However, if both parents are employees of the Board, the aggregate amount of leave granted to both parents during any 12 months is limited to a total of 12 weeks. The mother may utilize any accrued sick leave, paid accrued personal leave, and/or accrued vacation leave as a part of the 12 weeks FMLA leave, provided any such leave taken is in accordance with the Sick Leave; the Maternity Leave for Personnel policy; the Vacation Leave policies; and the Personal Leave policies.
3. In the event a child is placed in an employee's home for adoption or foster care, the employee is eligible for up to 12 weeks of leave under FMLA. The employee may utilize any accrued paid personal leave and/or accrued vacation leave as a part of the 12 weeks FMLA leave provided such leave is taken in accordance with the Vacation Leave policies; and the Personal Leave policies.
4. In the event of a serious health condition of an employee or a family member as determined by a licensed physician), the employee is eligible for leave under the FMLA for up to 12 weeks. In such case, the employee may choose to utilize any available accrued sick leave, paid personal leave, and/or any authorized paid vacation as a part of the FMLA 12-week leave period provided any such leave taken is in accordance with the Sick Leave policy; the Vacation Leave policies; and the Personal Leave policies.

Note: The birth or placement of a child for adoption or foster care entitlement to leave expires at the end of the 12 month period beginning on the date of the birth or placement. However, if both parents are employed by the Board, the aggregate amount of leave granted to both parents in such instances shall not exceed 12 weeks in any 12-month period.

Note: The Board will not permit the use of sick leave, personal leave, and/or vacation leave in relation to FMLA leave when such leave is not permitted by state statute, State Board of Education Policy, or Board policy.

C. INTERMITTENT LEAVE OR REDUCED LEAVE TIME

Leave granted for the birth of a child or placement of a child for adoption or foster care may not be taken on an intermittent or reduced leave basis unless agreed to by Board and the employee. However, when leave is taken to care for a sick family member or due to the employee's own serious health condition, leave may be taken intermittently or on a reduced leave basis when medically necessary.

If an employee requests intermittent leave or leave on a reduced leave basis due to the serious health condition of the employee or of a family member and the leave is foreseeable based on planned medical treatment, the Board may require the employee to transfer to a temporary alternative job (where available) for which the employee is qualified and which better accommodates the leave than the employee's regular job. However, the temporary job will have the equivalent pay and benefits of the employee's regular job.

D. NOTICE OF LEAVE AND INITIAL CERTIFICATION

An employee requesting leave under the provisions of the FMLA is required to give notice to the Board as to when leave is to be taken.

1. Birth or Placement of a Child, Adoption, or Foster Care - a 30-day written notice of intent to take FMLA leave is required. If the date of birth or placement requires leave to begin in less than 30 days, the employee must provide such notice as soon as practicable.
2. Serious Health Conditions of the Employee or Family Member - Where the necessity for FMLA leave is due to the serious health condition of a family member or of the employee and is foreseeable based on planned medical treatment, the employee must give at least 30 days written notice or notice as soon as practical, if treatment starts in less than 30 days.
3. Certification - For any leave requested based on the serious health condition of the employee or of a family member, the employee must provide certification from a state licensed medical doctor supporting the request for leave. The employee must provide a copy of the certification to the Board in a "timely manner." The certification must contain the following information:
 - a. The date the serious health condition began.
 - b. The probable duration of the condition.
 - c. The appropriate medical facts regarding the condition.
 - d. If the leave is based on the care of the spouse, child, or parent, a statement that the employee is needed to provide the care and an estimate of the amount of time the care will need to be continued. If the leave is based on the employee's own serious health condition, a statement that the employee is unable to perform the functions of the job.
 - e. In the case of intermittent leave or leave on a reduced schedule for planned medical treatment, the dates the treatment is expected to be given and the duration of the treatment.

E. PROCEDURE FOR GIVING NOTICE

The employee will give written notice on the Family and Medical Leave Form to the employee's immediate supervisor in accordance with criteria outlined under the "Notice of Leave and Initial Certification Section" of this policy. Failure to give notice may lead to denial of the request for leave.

F. MEDICAL TREATMENT

The employee must make a reasonable effort to schedule the medical treatment so as not to unduly disrupt the operations of the Board, subject to the approval of the health care provider. Where the need for leave is unforeseeable, notice as soon as practical is required.

G. RECERTIFICATION OF HEALTH CONDITION

The Board may at its discretion require:

1. The employee to provide later certification "on a reasonable basis" as to the status of the health condition for which leave was granted.
2. The employee to report periodically on his/her health status.
3. The employee's intention to return to work.
4. The employee to obtain certification from an authorized health care provider verifying that the employee is able to resume work when the employee is taking leave due to the employee's serious health condition.

H. SUBSEQUENT (SECOND & THIRD) MEDICAL OPINIONS

The Board at its discretion and expense may require the employee to get a second medical opinion. In such instance, the second health care provider will be designated by the Board; but, that provider will not be an employee of the Board. If the medical opinions of the employee's health care provider and the opinion of the medical official designated by the Board conflict, the Board at its discretion and expense may require a third medical opinion by a medical official jointly designated by the Board and the employee. The opinion of the third provider will be final.

I. **MAINTENANCE OF BENEFITS**

Health insurance coverage must be maintained under any group health plan for any employee requesting and being granted leave under FMLA. The coverage will be continued for the duration of the leave at the same level and under the same conditions coverage would have been provided if no leave had been taken. However, if an employee fails to return to work after the period of leave expires, the Board may recover any premium the Board may have paid for coverage during the leave period.

J. **ENTITLEMENT TO REEMPLOYMENT AND BENEFITS**

With limited exceptions, an eligible employee who take leave will be entitled to be restored to his/her old job or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. No employment benefits that accrued before the date leave began will be lost. An employee is not entitled to an accrual of any seniority or employment benefits (sick leave, personal leave, vacation leave, etc.) that would have occurred during the leave period.

K. **FAIR LABOR STANDARDS ACT**

Providing unpaid leave will not affect an employee's status as an exempt employee under the Fair Labor Standards Act provisions governing overtime pay.

L. **UNEMPLOYMENT COMPENSATION**

During the FMLA leave period the employee is not entitled to unemployment compensation, even if the leave is unpaid.

LEGAL SERVICE ABSENCES FOR PERSONNEL

Jury Service

Personnel may be excused without loss of pay for jury service. To be eligible for jury service leave with pay, personnel must present the jury summons to their immediate supervisor as far in advance of the leave date as possible in order to secure appropriate substitutes.

Court Appearances

Personnel may be excused without loss of pay for serving as a witness (not as a plaintiff) under a subpoena in a court of law. To be eligible for court appearance leave with pay, personnel must present the subpoena to their immediate supervisor as far in advance of the leave date as possible in order to secure appropriate substitutes.

Disposition of Applicable Court Fees

Personnel are not required to return to the Eufaula City Schools the fee paid to them for jury or court service; however, a court attendance form must be provided to verify court attendance.

Return to Work

When Eufaula City Schools personnel are released from jury service and/or court appearances, they are to report promptly (same day if possible) to their employment positions.

LEAVES OF ABSENCE

In accordance with *The Code of Alabama*, leave of absence for a period of one year for good cause (study, illness, pregnancy, teaching abroad, other good and just cause) may be granted to an employee by the Board without impairing the tenure or nonprobationary status of the employee. For valid reason, the Board may extend the leave of absence for one additional year.

Leave of absence for military service shall be as provided in Section 31-2-13, Code of Alabama and current Family Medical Leave Act stipulations.

An employee who is granted a full year's leave of absence must notify the Board, in writing, by March 1 of that year as to his or her intentions to return for the upcoming school year. If the leave is for less than a full year, written notification of his or her intent must be received 30 days prior to the official end of the leave. If written notification is not received within the prescribed time period, the Board shall assume that the employee does not plan to return and will be under no obligation to the employee.

PROFESSIONAL LEAVES OF ABSENCE FOR PERSONNEL

Professional Leave

The Board authorizes the Superintendent to grant release time for personnel to participate in short-term study, conferences, and general educational development activities related to common goals and objectives held by personnel and the Eufaula City Schools.

The approval of professional leave shall be the responsibility of the immediate supervisor and the Superintendent or designee. When such leave is granted, it shall be with pay and the Superintendent or designee may authorize the payment of needed substitute personnel from Eufaula City Schools funds. All such leave shall be approved in advance, and such leave time shall be at the discretion of the Superintendent based on available finances and educational value to the Eufaula City Schools.

Detached Duty Leaves

The Board authorizes the Superintendent to grant release time for personnel to perform extended duty directly related to the goals and objectives of the Eufaula City Schools. Such duty would include but not be limited to such activities as System-wide curriculum-related work, serving on System-wide committees, System-wide

administrative-related matters, etc. All such leave must be approved in advance by the Superintendent. When such leave is granted, the Superintendent shall authorize the payment of needed substitute personnel.

Professional Association Leaves

The Board authorizes the Superintendent to grant release time for duly authorized delegates/personnel to attend professional meetings (NEA, AEA, CTA, ESP, etc.). Such leave shall be approved in advance by the Superintendent. When such leave is granted, needed substitute personnel shall be paid applicable substitute pay through regular payroll procedures, with the Association reimbursing the Eufaula City Schools for one-half (1/2) of the costs.

RETIREMENT OF PERSONNEL

Retirement Age

By state law there is no mandatory retirement age; however, retirement can occur after 25 years of service, or if age 60 with 10 years of service. The Board encourages retirement by age seventy (70). In accordance with state law, employees seventy (70) years and older may be required to make annual application, to include evidence of physical and mental fitness, to the Board for review and approval.

Teacher Retirement System

All full-time regular employees must participate in the State Teachers' Retirement System and be retired in accordance with provisions of *The Code of Alabama* and current policies of the Alabama Teachers' Retirement System.

ANNUAL LEAVE

Annual Leave is available to 240-Day employees only. Eligible employees will earn annual leave days at the rate of one (1) day per month for a total of twelve (12) days per year. Employees may accrue no more than twenty-five (25) annual leave days.

Annual leave should not be taken on instructional days during the school year, but with the Superintendent's approval may be used during times of illness. Exceptions may be made with the Superintendent's approval. Annual leave must be pre-approved by the employee's immediate supervisor and Superintendent or designee using the Board's approved leave request process. No annual leave will be taken before they are earned. Holidays for the Eufaula City Schools are defined in the Annual School Calendar.

PERSONAL LEAVE

All regular, full-time employees are eligible for five (5) noncumulative personal leave days each scholastic year with the first two (2) without loss of pay. The three (3) additional personal leave days may be taken at a cost to the employee of a certified substitute. Personal leave must be requested in writing in accordance with such procedures as may be established by the Superintendent. Personal leave may not be taken immediately before or after a school holiday or in the first or last ten days of a school term. Full-time certified employees may be compensated for two (2) days of unused personal leave at the end of the school year at the same daily rate of pay used for non-certified substitute teachers. All full-time employees may choose to convert up to five (5) unused personal leave days to sick leave days at the end of the school year.

REDUCTION-IN-FORCE

Should it be necessary to decrease the number of employees because of unavoidable decrease in revenue, declining enrollment, or changes in program direction for the Eufaula City Schools, the Board of Education will have the authority, individual contracts notwithstanding, to terminate, demote, or reassign employees to achieve the necessary reduction in staff. Normal attrition, voluntary transfers, voluntary retirements, and voluntary leaves of absence will be considered prior to any staff reductions.

As a prerequisite to all other considerations, the Board will determine, upon the recommendation of the Superintendent, the specific curriculum area(s) or support service(s) within organizational categories in which personnel is to be reduced.

In accomplishing the necessary reduction, probationary/non-tenured personnel in the specifically identified areas will be terminated first.

If tenured/non-probationary personnel must be reduced, the one with the least continuous service to the system will be terminated first. Approval date by the board would serve as the beginning of the service. If more than one of the employees involved has the same approval date, the following criteria will be used in this order to establish retention or recall:

1. Highest level of certification
2. Length of service in public education
3. Lottery

Recall:

Any reduction in personnel procedurally will be accomplished in accordance with current Alabama law.

Any employee terminated or demoted pursuant to this policy will have recall rights to any position for which he/she is certified, for one (1) calendar year from effective date of his/her termination or demotion and will be recalled to available positions in such professional categories in reverse order of termination or demotion.

If a former employee refuses an offer of employment pursuant to this policy his/her rights of recall are forfeited.

POSSESSION OF DEADLY WEAPON OR DANGEROUS INSTRUMENTS

Prohibition on the Possession of Firearms – The possession of a firearm in a school building, on school grounds, on Board property, on school buses, or while attending any Board sponsored or sanctioned event, program, activity, or function is prohibited except for authorized law enforcement personnel and as provided by law. For purposes of this policy, the term “firearm” has the same definition as is found in 18 U.S.C §921.

Penalties for violations – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of firearms:

Students – Students will be expelled for a minimum of one calendar year. The expulsion requirement may be modified in writing by the Board upon recommendation to the Board by the Superintendent on a case-by-case basis. Discipline of students with disabilities who violate the firearm possession policy will be determined on a case-by-case basis in accordance with federal and state law. Parents of students who violate this policy will also be notified of violations by the principal.

Employees – Employees will be subject to adverse personnel action, which may include termination.

Other Persons – Other persons may be denied re-entry to school property.

Notification of Law Enforcement – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

HEALTH EXAMINATIONS FOR PERSONNEL

The Board reserves the right to require employees of the Eufaula City Schools, at any time, at the Board’s expense, to submit to a physical or mental examination by a physician or physicians to be designated, or approved, by the Board. In all cases, such requirement by the Board shall be based on reasonable cause. The Board may terminate the employment of any person whose condition of health as described by such examination and physicians makes further retention of such employee detrimental, to the best interest of the Eufaula City Schools. Refusal to submit to such examinations may constitute grounds for dismissal.

COMMUNICABLE DISEASES

Acquired Immune Deficiency Syndrome – AIDS

Introduction:

Eufaula City Schools shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote these goals.

The evidence is overwhelming that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, day care, or school athletic settings.

Section I: School Attendance

A student with HIV infection has the same right to attend school and receive services as any other student and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult the student's physician and parent or guardian, respect the student's and family's privacy rights, and reassess the placement if there is a change in the student's need for accommodations or services.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

Section II: Employment

Eufaula City Schools do not discriminate on the basis of HIV infection or association with another person with HIV infection in accordance with the Americans with Disabilities Act of 1990. An employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

Section III: Privacy

Pupils or staff members are not required to disclose HIV infection status to anyone in the school system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for the disclosure.

All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent education or health record without written consent.

Section IV: Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The appropriate administrative staff shall implement the precautions and investigate, correct, and report on instances of lapse.

A school staff member is expected to alert a person responsible for health and safety if a student's health condition or behavior presents a reasonable risk of transmitting any infection.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

Section V: HIV and Athletics

The privilege of participating in physical education classes, athletic programs, competitive sports, and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

All employees must consistently adhere to infection control guidelines in locker rooms and all play athletic settings. First aid kits must be on hand at every athletic event.

Section VI: HIV Prevention Education

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The education program will follow the curriculum guidelines set forth by the Alabama Course of Study for fifth through twelfth grade.

Parents and guardians will have convenient opportunities to preview all HIV prevention curricula and materials. School staff members shall assist parents or guardians who ask for help in discussing HIV infection with their children. If a parent or guardian submits a written request to a principal that a child not receive instruction in specific HIV prevention topics at school, and assures that the topic will be discussed at home or elsewhere, the child shall be excused without penalty.

The education system will endeavor to cooperate with HIV prevention efforts in the community that address out-of-school youth and youth in situations that put them at high risk of acquiring HIV.

Section VII: Related Services

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student/staff access to appropriate HIV counseling and testing programs, and to other HIV-related services as needed. Public information about resources in the community will be kept available for voluntary student use.

Section VIII: Staff Development

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

Section IX: General Provisions

On an annual basis, school administrators will notify students, their families members, and school personnel about current policies concerning HIV infection, and provide convenient opportunities to discuss them. Information will be provided in major primary languages of students' families.

HANDLING BODY FLUIDS

All Board employees should use appropriate precautions when handling body fluids involving blood, vomitus, urine, feces, semen, saliva, and nasal discharges.

The person involved, if at all possible should handle any simple injury, such as a small cut, abrasion, or nosebleed. If this is not possible, the person administering care should avoid exposure of open skin lesions or membranes to blood or body fluids. This is accomplished by the use of gloves or the use of at least several layers of appropriate material between the hand and the injury.

Special precaution should be used with any person who has open or draining wounds or lesions. The person/student should be evaluated by a school nurse or school official as soon as possible. Prior to referral, the open area should be covered with a bandaid(s).

To clean spills of body fluids (blood, vomitus, urine) on floors or other surfaces, the following procedure should be used:

1. The person cleaning the spill should wear disposable gloves and the majority of the spill should be cleaned using paper towels or a granular deodorant absorbent which should be picked up with a dustpan and broom.
2. The area should then be mopped using a disinfectant. The mop should then be cleaned in a disinfectant and the water discarded in a flush toilet. A hypochloride solution (one part Clorox bleach mixed with ten parts water) is sufficient. This must be prepared fresh daily.
3. Carpets which are contaminated by body fluids may be cleaned by applying a granulated deodorant absorbent. Allow the agent to dry according to the directions; then vacuum. If needed, mechanically remove with a dustpan and broom; then apply rug shampoo (containing a germicidal detergent) with a brush and revacuum.
4. All contaminated materials such as paper towels and disposable should be placed in two (2) sturdy plastic bags, tied securely, and properly disposed. Hands should then be washed thoroughly.

DRUG-FREE WORKPLACE

All employees are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, abused prescription drugs or any other mind altering or intoxicating substances present in their system while at work or on duty. Any employees violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

1. The Eufaula City Schools does not differentiate between users, distributors, or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on the premises of the Eufaula City Schools will be subject to discipline up to and including termination.
2. The term "controlled substance" means any drug listed in 21 U.S.C. 812 and other federal regulations. Generally, there are drugs, which have a high potential for abuse. Such drugs include, but are not limited to, alcohol, heroin, marijuana, cocaine and its derivative, "crack," and phencyclidine (PCP). They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each employee is required by law to inform the Superintendent within five days after he or she is convicted for violation of any federal or state drug statute where such violation occurred on the Eufaula City Schools' premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or a jury in any federal or court.

4. Employees are expected to report to work completely free from the effects of alcohol and/or the presence of drugs unless used as prescribed by a physician. No employee shall report for work or remain on duty requiring the operation of a motor vehicle, other hazardous equipment or performing job duties in a hazardous environment when the employee is using any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to perform in a safe manner. No employee shall perform any job-related duties within four hours after using alcohol. Employees must inform their supervisor when they are legitimately taking medication, which may affect their ability to work, in order to avoid creating safety problems and violating this policy.
5. If any employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. The Eufaula City Schools may require the employee to successfully complete a drug abuse program sponsored by an approved private or governmental institution at no expense to the Eufaula City Schools as an alternative.
6. The Eufaula City Schools reserves the right to require all covered employees (defined as all covered employees subject to 49C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991 as well as other employees subject to testing under the authority of the Board) to submit to drug tests to determine the presence of prohibited substances at any time an employee is on duty and at any time an employee may normally be called to be on duty. Administrative Guidelines shall be developed to establish procedures for implementing drug and alcohol testing. All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the employer through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form.
7. The Board reserves the right to search desks, cabinets, tool boxes, vehicles (including personal vehicles brought on the Eufaula City Schools' property), bags or any other property at the school or in vehicles when the Board has reasonable suspicion to believe an employee is in violation of the Drug Free Workplace policy.
8. All employees shall abide by this policy during any period of employment with the Eufaula City Schools.

USE OF DRUG DOGS

In order to maintain drug-free schools and deal with problems associated with drug use and drug trafficking, the Eufaula City Board of Education follow state law when cooperating with law enforcement officials during the use of drug dogs. The policy will apply to all schools.

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

1. Only the principal or designee with approval from the Superintendent or designee shall initiate a call to police for the use of drug-sniffing dogs in schools due to reasonable suspicion.
2. In the search for drugs, drug-sniffing dogs will be handled by trained dog handlers under the supervision of appropriate law enforcement official. Administrators in the school should cooperate and be present.
3. Dogs will not be allowed to sniff students or employees.
4. Dogs will not be brought into the school while large numbers of students are occupying the halls or other gathering places such as lobbies, buses, cafeterias, restrooms, and auditoriums.

SMOKING AND USE OF TOBACCO PRODUCTS

All Eufaula City Board of Education facilities, buildings, grounds, vehicles, and other property are declared tobacco free. Smoking and the use of smokeless tobacco are prohibited on all Board property and premises at all times.

No employee will use tobacco in the presence of students at any school function (on or away from the school site) when the employee is in a supervisory role. Under no circumstances should employees provide tobacco products for student use.

SUSPENSION FOR DISCIPLINARY PURPOSES

As circumstances require, an employee may be suspended for disciplinary purposes by the Superintendent if the alleged incident threatens the health, safety, educational mission, and/or peaceful operation of the Eufaula City Schools. Due process shall be a part of the procedure and shall be in accordance with the New Tenure and Fair Dismissal Acts of 2004.

1. The Superintendent shall conduct an investigation to determine the facts of the case. The investigation shall be conducted in a manner that insures parties in interest an opportunity to be heard. If the Superintendent deems the charges proper, written notice will be given to the employee containing specific charges and the possible consequences of such charges, the nature of the hearing, and the rights of the employee in the hearing.
2. The Board may suspend any person in its employment for the following reasons: (1) immorality (2) incompetence (3) insubordination (4) willful neglect of duty, failure to perform duties in a satisfactory manner, or (5) other good and just causes but cancellation may not be made for political or personal reasons.

SUPERVISING FAMILY MEMBERS

No supervisor or principal shall have a member of his/her immediate family (defined here as husband, wife, father, mother, son, daughter, brother, or sister) working directly under his/her supervision.

SCHOOL ATTENDANCE OF EMPLOYEES' CHILDREN

The children of employees of Eufaula City Schools may attend the age-appropriate school in the Eufaula City Schools without being subject to the Board's Non-Resident Student Policy.

FINGERPRINTS AND BACKGROUND CHECKS

Effective July 21, 2002, any person employed by the Board who will have unsupervised access to children in an educational environment and who has not completed a background check since July 1, 1999, as required by the Alabama Child Protection Act of 1999, shall be required to be fingerprinted for a criminal history background check through the Alabama Bureau of Investigation (ABI) and the Federal Bureau of Investigation pursuant to Act 2002-457.

USE OF COMPUTER EQUIPMENT

Eufaula City Schools provides a wide range of computer resources to its staff members for the purpose of advancing the educational mission of the school system. These resources are provided and maintained at the school system's, and therefore, the public's expense and are to be used by members of the school community with respect for the public trust through which they have been provided.

Computer Equipment Use guidelines have been developed to provide details regarding the appropriate and inappropriate use of school system computers. The guidelines do not attempt to articulate all required or prescribed behavior by users. Successful operation of the Eufaula City Schools computer network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the school system's computers. The user is ultimately responsible for his/her actions in accessing and using school system computers and the computer network. All users of Eufaula City Schools computers will be required to sign a Computer Equipment Use Agreement.

COPYRIGHTED MATERIAL

The Board encourages its employees to enrich the learning programs by making proper use of supplementary materials. In doing so, staff members are also held accountable for copyright infringements. Individual staff members are responsible for ensuring compliance with the law before reproducing materials. Anyone who is uncertain as to whether reproducing copyrighted materials is permissible should consult the media specialist.

MAINTENANCE – CAREER TECHNICAL EDUCATION

To ensure that skills taught in career/technical education courses are consistent with prevailing business and industrial standards, the Eufaula City Schools Board of Education does hereby adopt the following procedures for maintenance, repair, updating, and replacement of equipment.

Equipment Maintenance and Repair

Each instructor is responsible for the maintenance of equipment used in his/her program. Requests for repairs requiring the expenditure of funds must be submitted for approval. The career/technical administrator shall approve all expenditures and ensure compliance with established financial policies and procedures.

The director or director's designee shall periodically inspect labs and classrooms to determine if tools and supplies are properly stored, equipment is kept in good repair and properly used, safety requirements met, etc. It is the responsibility of the career/technical administrator and each instructor to work to see that facilities, equipment, and instructional materials are kept in good working order and in safe, operable condition.

Equipment Updating and Replacement Procedures

The career/technical instructors and the career technical administrator shall jointly determine what instructional supplies, textbooks, or equipment should be replaced or updated. Instructors shall utilize their state equipment list, curriculum guides, advisory committee recommendations, and state career/technical education specialist to help determine their current and future equipment, textbook and instructional supplies needs.

The career/technical administrator and the instructor shall jointly prepare an annual budget for each instructional program. All local, state, and federal career/technical education funds allocated for each department shall be reflected in the budget.

Purchase procedures for all goods and/or services purchased in the name of Eufaula City Schools career/technical departments shall adhere to Board policy. The superintendent or his designee has the final responsibility for approving or disapproving all purchases and/or services.

Instructors shall report facility maintenance needs in accordance with established procedures. Requests for major repairs, building modification, or additions shall be submitted by the director to the superintendent.

Care of Facilities and Equipment

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

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STUDENTS AND INSTRUCTION
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ENTRANCE AGE REQUIREMENTS

Every student residing in the area served by the school system between the ages of seven (7) and seventeen (17) years shall be required to attend school for the entire length of the school term in every scholastic year. Every student must attend the entire length of each school term through the day preceding the seventeenth (17th) birthday.

Pre-Kindergarten

The Board may make educational programs available to pre-kindergarten age children provided funds are available. In such case, a September first (1st) birthday shall be used to determine age classifications of prospective students.

Kindergarten

A child whose fifth (5th) birthday is on or before September first (1st) shall be entitled, based on age, to admission to kindergarten classes.

First Grade

A child whose sixth (6th) birthday is on or before December Thirty First (31st) shall be entitled, based on age, to admission to first grade classes. A child who is under six (6) years of age on or before December Thirty First (31st) is not admissible to first-grade classes in the school system, except that an underage child who transfers from the first grade of a school in another state may be admitted upon approval of the Superintendent.

Transfers

A child who has attended a private school in Alabama and moves into the school system must meet the same age requirements as other students in order to be admitted to kindergarten or first grade.

Students over Twenty-One

If a person's twenty-first (21st) birthday is on or before September first (1st) in any given school year, he/she shall not be admitted to a school within the school system without the written approval of the Principal and Superintendent.

A student applying for enrollment who would not be able to graduate before his/her twenty-second (22nd) birthday must have the written approval of the Principal and Superintendent.

SCHOOL ADMISSION REQUIREMENTS

Students entering the school system for the first time, regardless of grade level, will be required to submit a certified birth certificate or suitable alternative (for age verification only) as determined by the Superintendent, documentation or other proof of residency, and such other registration materials as school officials may reasonably require, including but not limited to a certificate of immunization or an exemption as prescribed by the Department of Health and signed by a private physician or appropriate health department official. The Superintendent may accept alternate forms of evidence or modify otherwise applicable requirements as necessary and appropriate to accommodate migrant, immigrant, or homeless students.

The Board will determine the placement of newly enrolled students in accordance with state law.

NON-RESIDENT/OUT-OF-ZONE STUDENTS

Non-Resident Students

A student whose parent/legal guardian reside outside of the city limits of Eufaula may be eligible to attend Eufaula City School System. Such enrollment or continued enrollment will be based upon the following:

- Annual written application by the student's parent/legal guardian to the Superintendent for consideration and/or approval. Approval will be based on:
 - Whether or not the school system currently has an instructional program that will meet the educational, physical, and emotional needs of the student;
 - The ability to accommodate the applicant without placing undue financial burden on the school system;
 - Availability of space at the grade level and school;
 - Acceptable previous school attendance;
 - Average or above academic performance as determined through a review of educational records, including standardized test scores;
 - Satisfactory student behavior as determined through a review of discipline records;
 - Payment history.
- Agreement by the parent/legal guardian to pay an annual tuition for each student in an amount established by the Eufaula City Board of Education. Student membership, if approved, will not become active until the tuition is paid.
- Agreement by the parent/legal guardian, and the student, when appropriate, that the student will follow the rules and regulations established by the various schools within the system, and the rules and regulations established by the Eufaula City Board of Education. Failure to comply with these rules and regulations may be cause for expulsion and the withdrawal of permission to attend the Eufaula City Schools, and in such an event, a refund of tuition will be made on a pro-rata basis.

- Agreement by the parent/legal guardian to assume responsibility for transporting their child(ren). The Eufaula City Schools will not provide transportation.
- The Eufaula City Schools has the right to revoke enrollment of any non-resident student based on any of the following conditions:
 - Inappropriate behavior or poor disciplinary record;
 - Excessive tardiness to school or poor school attendance record;
 - Unsatisfactory academic performance;
 - Timeliness of tuition payments;
 - Attempts to circumvent the policies/procedures of the school and/or school system;
 - Any other good and sufficient reason.
- If during the school year it becomes evident that guardianship has been misrepresented in order to avoid tuition and that the student actually resides outside of the Eufaula city limits, tuition will become due immediately or the student will be withdrawn. At this point, the student will fall under the admission criteria for non-resident students.
- Students who live with a parent outside of Eufaula city limits whose other parent resides inside the city limits, and both parents have joint custody will not pay tuition. Proof of guardianship and custody must be provided along with proof of residency of both parents.
- Prospective students whose most recent school of enrollment was in the Barbour County Schools are ineligible for non-resident student status.

Payment of Tuition by Non-Resident Students

Tuition for Non-Resident students, as established by the Eufaula City Board of Education, is \$900 per school year. Beginning with the 2007-2008 school year, non-resident tuition will be paid each year prior to enrollment in the Eufaula City School District. Tuition may be paid in full each year prior to the beginning of school or tuition may be paid in two (2) installments. The first installment will be prior to enrollment for the first semester. The second installment will be paid prior to enrollment for the second semester. Failure to pay tuition will cause the student(s) to be withdrawn from the Eufaula City Schools.

Non-resident students who enroll at times other than the beginning of the semester will pay the tuition on a prorated basis for the balance of the school year or for the balance the semester at the time of enrollment. If non-resident tuition is not paid for the entire year at initial enrollment, non-resident tuition for a subsequent semester will be paid prior to enrollment for that semester.

Non-residents who enroll in the virtual education program are exempt from non-resident student tuition.

Out-of-Zone Students

A student may not attend a school of the Eufaula City School System that is outside of the attendance zone where his/her parent/legal guardian has established legal residence, except as follows:

- When approved by the Superintendent in an effort to maintain ethnic and gender balances within the schools;
- When the parent/legal guardian of a current student establishes residence outside the city of Eufaula or outside a school zone during the academic year, the parent/legal guardian will be allowed, at his/her discretion, to permit his/her child(ren) to complete the current semester in the school they presently attend. However, the Eufaula City Schools System will not be obligated to provide transportation;
- Students who establish residence outside the City of Eufaula and choose to remain in the Eufaula City Schools will pay tuition on a prorated basis for the remainder of the semester. In subsequent school years, all policies and procedures applicable to non-resident students will be in effect.

Children of Board Employees

Employees of the Board, who live outside the City of Eufaula may enroll their child(ren) in the schools of the Eufaula City School System and not be subject to non-resident tuition.

RESIDENT STUDENTS

The Board defines resident students as students who live with their parents or legal guardians within the jurisdiction served by the school system. All resident students of the school system shall be entitled to be admitted to school, subject to policy limitations and judicial constraints.

The schools of the school system shall be open to all school-age children whose parents or legal guardians reside within the area served by the school system.

Adult and married students as defined by Alabama law may establish residence in the school system.

ADMISSION POLICY FOR HOMELESS, MIGRATORY, IMMIGRANT, LIMITED ENGLISH PROFICIENT, AND FOSTER CARE STUDENTS

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the 2001 *No Child Left Behind Act* and the McKinney-Vento *Homeless Education Act of 2001*, all homeless migrants,

immigrants, and English learners must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the Eufaula City Schools. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

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

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

DISPUTE RESOLUTION POLICY REGARDING THE ENROLLMENT OF HOMELESS CHILDREN AND YOUTH

The Eufaula City Schools will make school placement decisions in the best interest of the homeless child or youth. Students will continue in the school of origin for the duration of homelessness. Students may enroll in any public school those non-homeless students who live in the attendance area in which the students reside are actually eligible to attend.

If the school enrollment decision is contrary to the wishes of the child or youth's parent/guardian, the school will provide that parent, guardian, or unaccompanied youth with a written explanation of the decision, a statement of the right to appeal, and procedure for appealing the placement decision (Due Process). The principal of this school will notify the Eufaula City Schools' Homeless Liaison of the dispute and take steps to resolve the dispute.

When a dispute arises regarding school placement, the system will immediately enroll the homeless student in the school in which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. The Eufaula City Schools' Homeless Liaison will expeditiously take steps to resolve the dispute. If the dispute cannot be settled by the homeless liaison, the liaison will assist the complainant in seeking technical assistance from:

State Homeless Coordinator
Alabama State Department of Education
5348 Gordon Persons Building
50 North Ripley Street
Montgomery, Alabama 36104-2101

FOSTER CHILDREN

The Eufaula City Schools of Education to work with foster parents in Eufaula and child welfare agencies to make school placement decisions in the "best interest" of a foster child living in Eufaula in order to provide educational stability.

A child in foster care will remain in his or her school of origin unless it is determined that remaining in the school of origin is not in that child's best interest.

If it is not in the child's best interest to stay in his or her school of origin, the child will be immediately enrolled in the appropriate Eufaula City Schools' school even if student records normally required for enrollment are not immediately available. The enrolling school will immediately contact the school of origin to obtain relevant academic and other records.

TITLE I

The Eufaula City Board of Education ensures parents of all children including immigrant, migrant, homeless, neglected/delinquent and English Language Learners in each Title I elementary school to have an adequate opportunity to participate in the design, implementation, and evaluation of the Title I school wide plan. Each elementary school has the responsibility for developing and implementing an appropriate school wide plan for that school based upon its comprehensive needs assessment. All programs will be implemented according to the financial and program regulations of the No Child Left Behind Act of 2001.

PROCEDURES FOR ADMITTING NEGLECTED STUDENTS

1. Students will be admitted to Eufaula City Schools (ECS) regardless of gender, race, religious beliefs, national origin, ethnic group, disability or other protected status.
2. Students will be identified in conjunction with the Department of Human Resources, Barbour County Children's Policy Council, the Eufaula Police Department, school administrators and counselors, and other agency serving such child to ensure access to educational programs and services that will enable such students to meet the same challenging academic achievement standards to which all students are held.
3. ECS will cooperate with the Department of Human Resources in reporting all cases of neglect.
4. The ECS policies and procedures regarding neglected students will be communicated to all school personnel at the beginning of each school year through a memorandum, when applicable.

PROCEDURES FOR IDENTIFYING AND SERVING DELINQUENT STUDENTS

1. Students will be admitted to Eufaula City Schools (ECS) regardless of gender, race, religious beliefs, national origin, ethnic group, disability or other protected status.
2. Presently, no locally operated correctional facilities or other residential facilities are located in the ECS attendance zone.
3. If a locally operated correctional facility or other residential facility should be built in the ECS attendance zone, a formal agreement will be written between the institution(s) and ECS regarding the services to be provided.
4. In the event that a correctional facility or other residential facility should be built in the Eufaula City Schools attendance zone, ECS Director of Federal Programs will assume administrative control and responsibility for monitoring the program to ensure compliance with any formal agreements and applicable statutory and regulatory requirements.
5. ECS will maintain a complete list of all delinquent students.
6. ECS policies and procedures regarding delinquent students will be communicated to all school personnel by local school administrators and counselors.

PROCEDURES FOR IDENTIFYING AND SERVING ENGLISH LEARNERS

1. Students will be admitted to Eufaula City Schools (ECS) regardless of gender, race, religious beliefs, national origin, ethnic group, disability or other protected status.
2. English Learners (ELs) will be admitted within the ECS attendance zone regardless of residential status.
3. Students will be enrolled pending receipt of required immunization records.
4. The school office or Attendance Supervisor will provide the address of the Barbour County Health Department and directions to assist in securing the required records of immunization.
5. Attendance Supervisor will assign in-coming students a number pending receipt of the child's social security number.
6. As part of the registration process, the Home Language Survey will be administered to identify all students who are ELs. Students speaking languages other than English will be administered an informal language assessment (oral proficiency test): Accessing Comprehension Communication in English State to State for English Learners (ACCESS) Placement Test (screeners).
7. ELs will have access to all programs and services, as provided for all students in ECS.
8. ECS will maintain a complete list of all English Learners, their home language, current school, and grade level.
9. The Eufaula City Schools' policies and procedures regarding ELs will be communicated to all school personnel at the beginning of each school year through a memorandum, when applicable.
10. Upon request for transfer within ECS or to another school system, student permanent records will be mailed to the receiving school.

A list of interpreters is available at each school. When enrolled, all students are given a Home Language Survey. Any language other than English on any question must be referred to the Director of Student Services at 687-1110 within ten (10) days of registration. The school counselor will gather information on the student and administer the ACCESS Placement Test to determine the level of English language proficiency. The information will be provided to the Director of Student Services.

Although no formal EL instruction is provided in pre-kindergarten through grade twelve, content area teachers may provide accommodations, if needed, according to the LEP plan to meet individual ELs' needs.

PROCEDURES FOR IDENTIFYING AND SERVING HOMELESS STUDENTS

1. Students will be admitted to Eufaula City Schools (ECS) regardless of gender, race, religious beliefs, national origin, ethnic group, disability, or other protected status.
2. Homeless students will be admitted within the ECS attendance zone regardless of residential status.
3. Students will be enrolled pending receipt of required immunization records.
4. The school office or Attendance Supervisor will provide the address of the Barbour County Health Department and directions to assist in securing the required records of immunization.
5. The Attendance Supervisor will assign in-coming students a number pending receipt of the child's social security number.
6. ECS will maintain a complete list of all homeless students.
7. ECS' policies and procedures regarding homeless students will be communicated to all school personnel by local school administrators and counselors.
8. Homeless students will have access to all programs and services that are available to other students, such as at-risk intervention for students below grade level.
9. Upon request for transfer within ECS or to another school system, student permanent records will be mailed to the receiving school.

PROCEDURES FOR IDENTIFYING AND SERVING MIGRANT STUDENTS

1. Students will be admitted to Eufaula City Schools (ECS) regardless of gender, race, religious beliefs, national origin, ethnic group, disability or other protected status.
2. Migrant students will be admitted within the ECS attendance zone regardless of residential status.
3. Students will be enrolled pending receipt of required immunization records.
4. The school office or Attendance Supervisor will provide the address of the Barbour County Health Department and directions to assist in securing the required records of immunization.
5. Attendance Supervisor will assign in-coming students a number pending receipt of the child's social security number.
6. As part of the identification process, the Home Language Survey will be administered to identify all students who are English Learners (EL). Students speaking languages other than English will be administered an informal language assessment: Accessing Comprehension Communication in English State to State for EL (ACCESS) screener.
7. Migrant students will have access to all programs and services that are available to other students.
8. ECS will maintain a complete list of all migrant students.
9. ECS' policies and procedures regarding migrant students will be communicated to all school personnel through the ECS LEP Plan and Guide and by local school administrators and counselors.
10. Upon request for transfer within ECS or to another school system, student permanent records will be mailed to the receiving school.

PROCEDURES FOR IDENTIFYING AND SERVING PRESCHOOL STUDENTS

1. Students will be admitted to Eufaula City Schools (ECS) regardless of gender, race, religious beliefs, national origin, ethnic group, disability, or other protected status.
2. In accordance with Alabama statutes, a student must, on or before September 1st, be 5 years of age for kindergarten.
3. Preschool/PreKindergarten (PreK) students must be 4 years of age on or before September 1st to enroll for ECS PreK program.
4. Kindergarten and PreK students will be identified and admitted as long as space is available for students who live within the ECS attendance zone and who reside with parent(s), legal custodian(s), or legal guardian(s). Guardianship papers must be executed and copies delivered to the school principal before the first day of attendance, unless the superintendent recognizes extenuating circumstances and permits an extension of time.
5. Students will be enrolled pending receipt of required immunization records.
6. The Central Office or school office will provide the address of the Barbour County Health Department and directions to assist in securing the required records of immunization.
7. The Central Office will assign in-coming students a number pending receipt of the child's social security number.
8. Registration for PreK is held each spring prior to the year of enrollment. PreK units are funded by the Office of School Readiness (OSR), state, and Title I.
9. An approved process from the OSR is used to determine PreK enrollment based on the number of slots

- available.
10. All identified preschoolers will be housed at Eufaula Primary School. Each class will be served by a teacher certified in Early Childhood Education and a highly-qualified paraprofessional. The pupil teacher ratio is approximately 18 to 1.

PARENTAL INVOLVEMENT

In recognition that the parent is the child's first and most important teacher, and that the parent's continued involvement is essential for the success of the child, the Eufaula City Board of Education is committed to building a strong parent-school partnership in all Title I Schoolwide Programs. To support the parent-school partnership, the Eufaula City Board of Education has stressed that all parent involvement programs, activities, and procedures be planned, implemented, and evaluated through meaningful consultation with parents and adherence to all guidelines included in federal and state legislation.

The Eufaula City Board of Education Parental Involvement Plan has been revised to meet the No Child Left Behind Act of 2001 regulations. The administration shall ensure, with the budget developed annually for approval by the Board, funds and personnel to support both the LEA plan and each participating school's schoolwide plan that contains a component describing strategies to increase active participation of parents in their child's education. The principal of each Title I school shall ensure the plan will also include a provision whereby annually the school, jointly with parents, will develop and revise, as needed, a school-parent-student compact that outlines how parents, the school staff and students will share the responsibility for improved student achievement.

Parents may submit in writing concerns related to the school Parental Involvement Policy or Plan to the principal and/or Parental Involvement Specialist. If these concerns are not addressed to the satisfaction of the parent, the parent may submit in writing these concerns to the Federal Program Coordinator. Also, parents may submit concerns related to the Local Education Association Consolidated Application to the Federal Program Coordinator to be forwarded to the Federal Program Coordinator at the State Department of Education.

WITHDRAWAL

When a student's family moves to another school district or the student chooses to attend a school in another school district, the student and the parents or legal guardians shall notify the school Principal.

Withdrawal forms shall be completed in the school office, state-owned textbooks and school library books returned, and all other items returned or reconciled according to school procedures.

HOME SCHOOLING

The Board by this presentation notifies persons wanting to tutor their children at home that they must meet all requirements as noted in Title 16-28-5 of *The Code of Alabama* and any other applicable laws of the State of Alabama. Therefore, persons residing in an area served by the school system who are planning to tutor their children at home in place of enrolling them in a public, private, or parochial school should complete a "Registration for Private Home Tutoring Form" prior to beginning such instruction.

Failure to enroll children in an approved school or tutoring program may result in misdemeanor charges and upon conviction, a fine of not more than \$100.00 and a sentence of hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the school he/she attends shall be prima facie evidence of the violation of this section.

STUDENT EDUCATION RECORDS

It is the policy of the Eufaula City Board of Education to assure the custodial parent or guardian and eligible student access to student education records and to restrict the release of such records and/or directory information to third parties as set forth in the Family Educational Rights and Privacy Act of 1974 and The Protection of Pupil Rights Amendment.

Eufaula City Schools will transfer student records to the school to which the student is transferring for all students, including identified migrant, immigrant, English language learners, and homeless students to include family data, educational/health history and test scores. Requested information will be submitted to the State Department of Education upon request.

For purposes of enforcing this policy, the following terms are defined:

1. Student Education Records - Student education records shall refer to the following items housed in administrative offices:
 - a. Alabama Immunization Certificate and/or any exemptions;
 - b. Photocopy of student's birth certificate;
 - c. Norm-referenced achievement test student reports;
 - d. Alabama Basic Competency Test student reports;

- e. Educational test reports/protocols used in placement of students in regular classroom instruction groups;
 - f. Alabama High School Graduation Requirements Grade 9 brochure signed by parent and student or documentation of attempt if brochure is unsigned;
 - g. Alabama High School Basic Skills Exit Exam student reports;
 - h. Cumulative record verifying grades and credits earned;
 - i. Documentation of all individuals (other than custodial parent, persons with legitimate educational interests or eligible student), educational agencies, or organizations which have requested or obtained access to a student's education record; and
 - j. Photocopy of student's social security card.
2. Eligible Student - Eligible student shall mean a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.
 3. Custodial Parent - Custodial parent shall mean the parent who has been awarded rights of child custody by the court or who has been awarded legal custody including the physical right and responsibility to make decisions regarding the education of the child.
 4. Persons with Legitimate Educational Interests - Persons with legitimate educational interests shall mean the following:
 - a. School officials, including teachers, who work directly with the student;
 - b. Other school officials involved in transfer of records to other schools;
 - c. Authorized representatives of the Secretary of the Department of Education or State educational authorities;
 - d. Qualified personnel in emergency situations affecting the health or safety of the student or other persons;
 - e. Authorities pursuant to judicial order or subpoena.
 5. Directory Information - Directory information shall consist of the student's name, address, telephone number, parents' names, grade level, participation in officially recognized activities, weight and height of members of athletic teams, awards and honors. Directory information may be made available at the discretion of the Principal without prior consent of the parent. However, students and their parents shall be notified at the beginning of each school year the categories of directory information and their right to request that all or part of such information not be made available to the general public.
 6. Educational Agency - Educational agency shall mean any public or private educational institution which has legitimate educational interest in the student education records.
 7. Access and Disclosure - Parents or eligible students have a right to inspect and review their student education records and to see who has accessed their records. Access to records will be granted within a reasonable length of time, not to exceed 45 days. A fee, to be determined by each school, may be charged for copies of records. One transcript will be provided to a college, university, or other post-secondary institution free of charge. Subsequent transcripts shall be provided for a fee determined by the high school Principal. Eufaula City Schools shall keep a record of every person who has requested or obtained access to a student's records. The access record shall specifically indicate the legitimate interest of each person. The access record shall be available only to parents and school officials responsible for the custody of student records and auditing and enforcement officials. In order to insure proper access and disclosure procedures, Eufaula City Schools shall adhere to the following:
 - a. The Eufaula City Board of Education shall inform parents and students of their right to inspect and review student records.
 - b. Parents and eligible students shall be permitted to inspect and review their student education records.
 - c. Educational records of students shall not be released without the consent of the individual or his/her parent or legal guardian to any individual, agency, or organization other than to persons with legitimate educational interests.
 - d. Any time a permanent record is copied, the name of the recipient will be recorded on the record prior to the copying.
 8. Challenge - The parent or eligible student may request that a record thought to be in error be amended. In most cases, requests can be resolved informally by presenting the matter orally or in writing to the school Principal who shall decide whether to amend within ten (10) working days. If not amended, the Principal shall inform the student or parent, in writing, of his/her right to a hearing. A hearing may be requested by the parent or student by writing to the Superintendent specifying the discrepant information and the desired change. The written communication shall be signed by the eligible student or parent requesting to amend the education record. A hearing shall be arranged by the Superintendent or designee within ten (10) working days upon receiving the request. The Superintendent may request the Principal or other school employees attend the hearing.

The parents or student shall be provided the opportunity to present evidence. The burden of proof to amend the record is placed on the person requesting the change.

The Superintendent's or designee's decision, based solely upon the evidence presented, shall be made within ten (10) working days of the hearing. In cases in which the request to amend the education record is denied, those requesting the change may submit a written explanation which shall remain permanently attached to the unamended record.

LENGTH OF SCHOOL DAY AND SCHOOL YEAR

The length of the school day and the school year for students shall be in keeping with the intent of State Laws, State Board of Education rules and regulations, and SACS standards. The school year is set as 180 days for students and 187 days for teachers.

CLASS SIZE AND PUPIL-TEACHER RATIO

The Board shall endeavor to meet or exceed standards of State and Federal regulations and SACS standards.

PROMOTION AND RETENTION

Eufaula City Schools' philosophy embraces the concept that each student should be encouraged to develop his or her knowledge and skills to the greatest extent possible. To this end, considerable provision is made by means of special classes and services and by teachers within classes to meet the individual needs of students.

In most cases students are able to attain the competencies needed through these channels and to progress through their classes within the normally allotted period of time.

On occasion, however, it becomes obvious that a student is falling so far behind his or her classmates that it would be to the student's advantage to spend an additional year in a particular grade in order to bring his or her competencies more in line with others in the group. It is for this reason that these guidelines are established.

Kindergarten Through Second Grade

Each case of retention shall be on an individual basis, and the best interests of the child shall be given primary importance. Because of the many variables, it is necessary to rely upon the professionalism of the teacher and the Principal in making decisions based upon multiple criteria.

Third Grade Through Fifth Grade

To be promoted, a student must receive a passing yearly average in each of reading, language, and mathematics. A student who fails any one of these subjects shall be required to attend summer school and meet an accepted standard for promotion. Students failing 2 or more of these subjects will be retained. However, extenuating circumstances may justify promotion or placement in an educational program to address the child's weaknesses.

Middle School

To be promoted, a student must receive a passing yearly average in each of English, reading (6th grade only), and mathematics. In addition, a student must pass six courses. If these criteria are not met, the student shall be retained unless extenuating circumstances justify promotion or placement in an appropriate skills-based educational program. Students who fail in one of these core subjects may be considered for promotion if summer school work meets an accepted standard. Only one core subject can be made up for promotion.

The guidelines which follow are provided to assist Principals and teachers in making decisions regarding the retention of students in grades K-8th:

1. Parents shall be notified in writing as early as possible that retention is under consideration. Such notification shall be by the end of the first semester, if possible. Notification shall indicate that while promotion is doubtful at the time, substantial progress during the remainder of the school year could lead to promotion.
2. The decision to promote or retain a child is the responsibility of the Principal and the teacher(s). The teacher shall make the initial suggestion, but careful consideration shall be given by both teacher and Principal. A parent may suggest promotion or retention, but the decision is a professional one and shall not be made solely on the basis of the wishes of a parent. Parent conferences are required and documented in all cases under consideration for retention.

High School

Students shall be counseled by teachers and administrators so as to clearly understand they are expected to pass all courses. Grade placement is determined by the number of units of credit earned. All local and state requirements must be met before a diploma can be issued to any student. Required subjects which are failed must be made up during the school year, or in a legitimate summer school class of the same content, and/or an approved correspondence course.

GROUPING FOR INSTRUCTION

The Board maintains that students shall be grouped heterogeneously unless there is an educational purpose that grouping homogeneously can more effectively accomplish. When homogeneous grouping is implemented, it shall be done on the basis of a systematic assessment. Systematic assessment may include diagnostic tests, teacher observations, and conferences with parent or student, all of which are designed to determine the concepts, skills, and understandings which each student has or has not developed. Grouping then would be made to allow the teacher to work with those students who have common needs. Such groups shall be flexible and allow for students to move freely from one group to another if their needs can be better met by moving to another group as determined by the teacher and Principal.

CLASSROOM DISRUPTIONS

The local school Principal shall have the responsibility to see that the classroom instructional time is free of interference and shall develop and enforce local school rules designed to reduce both the internal and external disruptions of instructional time.

CURRICULUM DEVELOPMENT

The Board maintains that curriculum development should be a continuous process always reflecting the assessed needs of students in the school system and based on the latest validated research in education. The Superintendent shall be responsible for coordinating and maintaining the instructional program in accordance with the provisions of the State Constitution, State statutes, policies of the Board, and resolutions of the State Board of Education.

TEXTBOOKS

The Board shall approve all textbooks used in the school system. A textbook committee shall be appointed by the Board, upon recommendation of the Superintendent, with faculty members serving one year terms and parent/community members serving three year terms. The selection and adoption of textbooks shall be in accordance with the provisions of Alabama law.

The Board shall hold every student responsible for every free textbook and other materials issued to him/her. It shall be understood that the parent or guardian of any student to whom free textbooks or other materials are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from normal use of such materials. Failure to pay the school system for a lost or damaged textbook will result in non-issuance of other textbooks to the individual student.

GRADE REPORTS

A grade report for the purpose of transmitting an evaluation of student progress to the student and his/her parent(s)/guardian(s) shall be issued at least four (4) times during the scholastic year to all students enrolled in grades K-12. All grade reports used by the Eufaula City Schools shall be approved by the Superintendent.

Grade reports shall be sent home by students/or mailed each nine (9) weeks as defined by the annual school calendar. Grade Reports are not to be altered or reproduced in any manner by students. Violation of this policy by students will result in disciplinary action by school officials. Any corrections needed on Grade Reports shall be made by the teacher responsible for the specified Grade Report.

SUMMER SCHOOL

The Board may operate summer schools when needed to serve the educational goals of the school system. All summer sessions will comply with Alabama law. The following procedures shall apply: all personnel teaching in the summer school shall have a valid Alabama certificate; the Board must approve a summer school handbook annually and establish fees to be charged; summer school instruction must be limited to students for make-up work; and required courses will not be available to a student enrolled in a summer school program unless the student previously attempted and failed the course(s).

For high school credit, the following shall apply: one (1) Carnegie Unit of credit requires a minimum of 140 clock hours of instructions; the time required for a repeated subject shall be the same as for a new subject; the content will be substantially similar to the subject failed during the regular school year; no more than two (2) Carnegie Units may be earned during the summer; no more than six (6) Carnegie Units earned in the summer school may be applied toward graduation; a student desiring to take summer school courses at a school other than the school in which he/she is regularly enrolled must obtain prior written permission from his/her principal and parent(s) or guardian(s); the student and parent(s) or guardian(s) are to bear the responsibility for students dismissed from the program for discipline problems.

For elementary and junior high/middle school credit, the following shall apply: school administrators and teachers may recommend and advise a student and his/her parent(s) or guardian(s) that summer attendance is a prerequisite to move to the next grade level; however, summer school attendance shall not guarantee promotion to the next grade level.

CLASS RANKINGS

The Board maintains that the high school Principal or designee is responsible for keeping accurate records concerning class rankings of students. Accurate records are especially important for the twelfth (12th) graders since colleges and scholarship committees consider rankings in their acceptance process. Confidentiality of all records shall be respected as specified by law.

STUDENT FEES

In accordance with law, no fees of any kind shall be mandated for collection from students attending the first six grades. Voluntary contributions may be solicited from grades K-6 only upon approval of the local school Principal

and the Superintendent. Reasonable fees may be charged for courses that are not required by the State Course of Study for graduation. In all cases, student fees will be held to a minimum.

CHARGED MEAL

Verbal reminder is given to student that balance is approaching zero. Once zero balance is reached the following actions occur:

Day one of account deficit: Written notice is sent home by manager.

Day two of account deficit: Parent is called by manager.

Day three of account deficit: Manager checks with student to ensure student has lunch money or a lunch. If student has again failed to bring lunch money and has no lunch, student is referred to office.

Office Actions

1. Student is allowed to phone parent requesting lunch money or a lunch.
2. Office may provide money for student to eat.
3. Under no circumstances may a third meal which places the student over the charge limit be charged to the student's account.

After the manager has made a repeated good faith effort to collect the money due, the school office authority shall become responsible for the account debts. No bad debts may be written off at the end of the school year. Child Nutrition **MUST** collect all debts before closing out year-end books.

Managers will document of daily operation records all action taken and contacts made regarding bad debt accounts.

HANDBOOK FOR HIGH SCHOOL REGISTRATION

The Board requires the development of a handbook for high school registration which must include graduation requirements including procedures for early graduation; credits required for promotion; the criteria for selection of valedictorian, salutatorian, and honor graduates; and the courses to be offered for the next year. This handbook will be reviewed annually and presented to the Board for approval.

CODE OF CONDUCT

A Code of Conduct shall be developed by the Superintendent of Eufaula City Schools and shall include but not be limited to policies regarding jurisdiction of the Board, attendance, disciplinary actions and procedures, procedures for suspension and expulsion, alcohol/drug abuse, dangerous weapons, dress code, bus discipline, and use of metal detectors and surveillance cameras. The Code of Conduct shall be reviewed annually by a committee appointed by the Superintendent and presented to the Eufaula City Board of Education for approval.

Each student shall be provided a copy of the approved Code of Conduct each year. Students, parents, custodians or guardians shall sign the document, signifying that the contents have been read, and shall return the signature page to the school office for filing.

STUDENT HANDBOOKS

Student handbooks shall be developed by the Principal and approved by the Superintendent annually to ensure consistency with Board policies.

Each student shall be provided a copy of the approved Student Handbook each year. Students, parents, custodians or guardians shall sign the document, signifying that the contents have been read, and shall return the signature page to the school office for filing.

STUDENT ACTIVITIES

The participation in school-related activities is an important part of each student's educational and developmental process. Activities shall be encouraged and well-planned and should not interfere with the regular academic program. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and the local board of education for approval.

All school activities shall be under the direct control and supervision of the local school Principal. Each school shall be expected to monitor and coordinate activities within the guidelines and plans set by the Board.

Student activities shall be governed by these organizations' eligibility requirements, state requirements, local school requirements, and applicable policies of the Board.

A. Eligibility for Student Activities

Students in grades 10-12, to be eligible during any school year, must be a full-time enrolled student of the Eufaula City Schools and must for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) new Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics with a composite numerical average of 70. The following guidelines shall be enforced in determining academic eligibility:

1. Only one unit in Physical Education per year may be counted toward the six new units.

2. No more than two Carnegie units earned in an approved summer school program may be counted. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.

Students in grades 8-9 must for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 and must have been promoted to the next grade, with all other rules applying the same as to students enrolled in grades 10-12. Students promoted to the 7th grade for the first time are eligible. (A semester is defined as one-half of a school year as defined by the local Board of Education adopted school year calendar.

For purposes of definition, student activities are defined as those in which a student represents his/her school in an event in which other schools have representation and/or any activity sanctioned by the school which is not related to the student's academic requirements or success in a course. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.

A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined in section A. above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester.

An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and policies developed by the Board of Education as they pertain to other extracurricular activities.

Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.

In addition, these guidelines must be followed:

1. An accredited correspondence course may be accepted by a school system but must be completed before the school year starts.
2. For eligibility purposes, no special recitation, extra work, make-up work, tests, review, etc., may not be given for the purpose of making a student eligible.
3. To be eligible, all students (including repeaters and hold-backs) must be enrolled in a specified number of new units at the school they represent.
 - a. Ninth, tenth, and eleventh graders must be carrying at least six new units (three per semester on a 4x4 block schedule).
 - b. Seniors that are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year (two units per semester on a 4x4 block schedule).
 - c. Seventh and eighth graders must be carrying at least five new subjects.
4. The eligibility of a student that has attended another school during the preceding year must be established by a transcript from that school before the student is permitted to participate at the new school.

Students who are placed in the alternative school for disciplinary reasons are not allowed to actively participate in any extra-curricular clubs, or any athletic teams, nor are they allowed to attend any functions sponsored by the school during the time of placement.

B. Student Clubs and Organizations

The Board delegates to the Superintendent, Principals, other school staff members and students the responsibility to establish regulations for the operation of school-sponsored clubs and organizations. 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 organizations or any organizations which deny membership on the basis of race, color, creed, sex, national origin, or handicap.

All school-sponsored clubs and organizations shall meet the following criteria:

1. Every school club or organization shall be sponsored by a member of the faculty approved by the Principal of the school. Every organization shall 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 regular meetings shall be held on campus, and the sponsor shall be present throughout such meetings. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the Principal. A sponsor or substitute sponsor approved by the Principal shall be present throughout all activities, even if off campus.

2. Every school-sponsored club shall have a constitution approved by the Principal. Such constitutions shall be kept on file in the school office.
 - a. The constitution shall contain a statement that all members must be students who are presently enrolled in the school of sponsorship.
 - b. The constitution shall state qualifications for membership.
 - c. The constitution shall contain a statement of the purposes of the club. The purposes will not be contrary to the welfare of the students or the school, or in conflict with the authority or responsibilities of the Board of Education and its employees.
 - d. The constitution shall contain a statement that there is no affiliation with any political or religious organization.
 - e. The constitution shall provide that the collection or disbursement of school-sponsored club funds shall be accounted for and reported in the routine accounting process.
 - f. The constitution shall provide that speakers who are neither members of the student body, faculty, or administration of the school must have prior approval of the sponsor and the Principal.
3. Authorization to conduct activities as an organization recognized by the school administration may be denied or revoked if:
 - a. The organization participates in, advocates, aids, or knowingly permits conduct by its members or others subject to its control that is contrary to the welfare of the students or the school or that is in conflict with the authority or responsibility of the Board or any of its officials or employees;
 - b. The organization participates in, advocates, or knowingly permits activities by its members or others subject to its control that are not authorized by the constitution of the organization that has been approved by the Principal of the school;
 - c. The organization fails to comply with Board policy or such rules and regulations as may be developed by local schools.

C. Interscholastic Athletics

Interscholastic Athletics - Responsibility

Athletics in the School System are governed by the rules and regulations of the Alabama High School Athletic Association (AHSAA) and the policies of the Board. The AHSAA procedures give the school guidelines concerning eligibility, number of games to be played in a season, the number of nights a student may participate each week, regulations concerning unsportsmanlike behavior, etc. Local school Principals shall take steps to ensure that their respective schools follow the procedures of the AHSAA and the policies of the Board to the fullest in all athletic events and matters.

The Principal of each school shall be responsible for the school's overall interscholastic athletics, including the behavior of the school team, students, and spectators at all athletic functions that are held both at home and away. Further, it shall be the responsibility of the Principal to approve all expenditures of monies which include those of the athletic programs; to approve the scheduling of interscholastic contests, and to see that all safety precautions are taken in transporting students from their school to interscholastic athletic events.

Finally, it shall be the responsibility of the Principal to see that the school's athletic program is at all times in conformity with the rules and regulations of the AHSAA.

Cheerleading

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

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

1. Each cheerleading squad shall be placed under the direction of a certified Board employee who shall serve as the coach or sponsor of each squad. Each cheerleading squad shall become a part of the Eufaula athletic program under the general direction of the athletic director/Principal.
2. Each cheerleader sponsor must be in attendance and must actively direct all cheerleading squad functions, practices, and performances.
3. Use of mini-trampolines, springboards, or any height increasing apparatus by cheerleaders is prohibited.
4. Prior to participating in any cheerleading activity, each student must present evidence from a physician that the student is in appropriate physical condition, including cardiovascular condition, to participate in cheerleading activities.
5. Each cheerleading sponsor shall maintain a low impact, aerobic conditioning program for the cheerleading squad for which he/she is responsible.
6. Aerobic warm-up and stretching exercises, under the direction of the sponsor, shall precede all practices and performances.
7. All cheerleader squads are regarded as athletic teams and must follow the same eligibility standards and insurance requirements as other athletic teams.

All cheerleaders must comply with all rules and regulations set forth by The National Federation of Cheerleader Guidelines and The American Association of Cheerleader Coaches & Advisors Cheerleading Safety Manual.

Interscholastic Athletics - Student Responsibility

All students engaged in any athletic program shall have parental consent. In addition to giving written consent, parents shall also sign a release removing the Board from any liability in the event of an accident or injury to the student.

All students participating in athletics, including practice sessions, must be properly insured against accidents as required by the Alabama Athletic Association.

D. Security and Safety

The Board of Education recognizes that a shared responsibility exists between school officials and public safety authorities for maintaining an orderly and safe environment for students and others who attend school related activities. To that end, the Board of Education reserves the right to deny access to school-related activities to anyone, either student or others, who in the opinion of the school officials and/or the public safety authorities constitute a risk to the safety or security of those attending the activity.

SUPERVISION OF STUDENTS

The Board directs all school personnel to discharge in a reasonably prudent manner all responsibilities relative to the care, safety, and welfare of students under their jurisdiction. The Superintendent shall direct all Principals to establish faculty supervision regulations which assure that students are supervised effectively throughout the school day. In addition to classroom supervision, such regulations shall specify all duties, recess duties, and bus duties before and after school. Supervision of extracurricular activities shall also assure proper care of students.

The Superintendent shall instruct all Principals to prepare supervision schedules and present these to assigned teaching and other personnel. Supervisory duty assignments shall include, but not be limited to the following: bus duty, lunchroom duty, hall duty, supervision of students prior to and following dismissal of school each day, playground duty, duty to supervise athletic and extracurricular events. Supervision of student assignments for teachers is part of the job responsibility and is expected to be carried out with the same diligence as the teaching assignment.

STUDENT PUBLICATIONS

The Board delegates to the Superintendent or designee the authority to establish reasonable rules and regulations for the governance of student publications. Such publications shall serve as a forum of ideas and shall be subject to those rules normally associated with responsible journalism. A certified staff member appointed by the Principal shall serve as advisor and consultant to students in the preparation of all student publications.

FUND-RAISING/ACTIVITY FUND MANAGEMENT

Fund-raising activities in local schools shall be under the direction and control of the Principals. Any and all fund-raising activities shall be scheduled at such times as not to interfere with the school day, but school faculty and/or students shall be allowed, on a voluntary basis, to engage in fund-raising activities which do not infringe on instructional time.

The following guidelines shall govern all fund-raising activities of the school system:

1. All fund-raising activities by students shall be held to a minimum. The Principal must give prior approval of all fund-raising activities within respective schools.
2. A list of planned fund-raising activities shall be submitted to the Principal as a part of the budgeting process. The plan shall list the activities, the purposes, and the approximate dates of each activity.
3. Any other activities scheduled after the beginning of the year must have the Principal's prior approval.
4. The management of revenues generated by fund-raising activities shall be in accord with the procedures governing all other Board funds. All monies raised for school purposes (whether raised on school premises or off campus, by any person or group) come under the jurisdiction of the Board of Education and shall be deposited to the account for which they were collected. These funds shall be accounted for and reported in the routine accounting process. (Effective for PTA, PTO, Boosters, etc., with planning and implementation of FY 99 budget.) Expenditures of these funds shall require the signature of both the organization's president and the school Principal.
5. No instructional time shall be sacrificed for fund-raising activities, unless submitted to the Superintendent in writing and approved at the beginning of the school year. Otherwise, fund-raising activities shall only be allowed before or after school and during homeroom, break, or lunch.
6. Door-to-door selling by students or roadblocks are absolutely prohibited.
7. The Alabama Competitive Bid Laws must be followed by all schools.

FIELD TRIPS AND EXCURSIONS

The Board, recognizing that educational field trips and trips to various types of contests for instructional purposes help provide desirable learning experiences, delegates to the Superintendent the responsibility for development of administrative guidelines governing field trips. 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. Other trips such as those involving academic competitions, band, and athletic activities shall be confined to non-school time, except where the school is engaged in an activity or contest that requires use of school time.

EXCEPTIONAL STUDENTS PROGRAM

The Board authorizes the Superintendent to prepare and maintain a comprehensive plan for the development and implementation of individual instructional programs for all exceptional children of school age residing within the school district who are in need of specialized assistance.

The Superintendent shall be instructed to include within this plan procedures which fully comply with the equal protection and due process clauses of the U.S. Constitution as these relate to identification, testing procedures relative to assignment, actual assignment and instruction, and other legal aspects concerning exceptional children.

All development and implementation procedures shall comply with specified State and Federal statutes concerning education programs for exceptional children.

The Board is required to provide free appropriate public education for all eligible children with disabilities, ages 0 through 21 years, inclusive, in accordance with the Individuals with Disabilities Education Act, Section 504 Of The Rehabilitation Act of 1973, the Americans With Disabilities Act and all amendments thereto.

STUDENT PREGNANCIES

A pregnant student shall provide the Principal a written statement from a licensed physician if the pregnancy prevents school attendance. A pregnant student who chooses to remain in school during the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements, and rules and regulations as all other students. However, the physical education program may be adapted to special needs of pregnant students. In no case shall a pregnant student be removed from school or failed solely because of the pregnancy.

All pregnant students shall be allowed the option of attending the Alternative School during their pregnancy and the remainder of the semester during which the pregnancy ends.

All students, whether pregnant or not, are expected to meet minimum standards for promotion and/or graduation.

After her delivery, a student shall be readmitted to school upon a statement from her physician recommending her readmission.

HOMEBOUND SERVICES

The Superintendent may provide homebound instructional services for students based on the following criteria: the parent or guardian of the student must request such services through a written statement to the Superintendent; such request must include a physician's referral for homebound services; the anticipated absence from school must be at least six weeks (unless it is an exceptional program child); the student must be enrolled in a regular school program; and funds are available to employ a homebound teacher. Pregnancy will not constitute eligibility for services. Serious complication which requires a student to remain within the home would qualify if referral is by a physician. Students formally approved for homebound services as noted above shall be marked present in the attendance register during the entire term of such absence.

SCHOOL VISITORS

In order to maintain a safe and organized learning environment within the schools, all visitors are required to report immediately to the school office upon arrival at a school campus. The Principal shall be required to post a notice to this effect at all entrances at each school and to take necessary administrative action to enforce this policy.

Peer visitors shall not be permitted at any time at any school.

TEACHING ABOUT RELIGION

Teaching about religion as it relates to a study of the historical development 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.

COMMUNICABLE DISEASE

Acquired Immune Deficiency Syndrome – AIDS

Introduction:

Eufaula City Schools shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote these goals.

The evidence is overwhelming that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, day care, or school athletic settings.

Section I: School Attendance

A student with HIV infection has the same right to attend school and receive services as any other student and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult the student's physician and parent or guardian, respect the student's and family's privacy rights, and reassess the placement if there is a change in the student's need for accommodations or services.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

Section II: Employment

Eufaula City Schools do not discriminate on the basis of HIV infection or association with another person with HIV infection in accordance with the Americans with Disabilities Act of 1990. An employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

Section III: Privacy

Pupils or staff members are not required to disclose HIV infection status to anyone in the school system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for the disclosure.

All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent education or health record without written consent.

Section IV: Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The appropriate administrative staff shall implement the precautions and investigate, correct, and report on instances of lapse.

A school staff member is expected to alert a person responsible for health and safety if a student's health condition or behavior presents a reasonable risk of transmitting any infection.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

Section V: HIV and Athletics

The privilege of participating in physical education classes, athletic programs, competitive sports, and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

All employees must consistently adhere to infection control guidelines in locker rooms and all play athletic settings. First aid kits must be on hand at every athletic event.

Section VI: HIV Prevention Education

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The education program will follow the curriculum guidelines set forth by the Alabama Course of Study for fifth through twelfth grade.

Parents and guardians will have convenient opportunities to preview all HIV prevention curricula and materials. School staff members shall assist parents or guardians who ask for help in discussing HIV infection with their children. If a parent or guardian submits a written request to a principal that a child not receive instruction in specific HIV prevention topics at school, and assures that the topic will be discussed at home or elsewhere, the child shall be excused without penalty.

The education system will endeavor to cooperate with HIV prevention efforts in the community that address out-of-school youth and youth in situations that put them at high risk of acquiring HIV.

Section VII: Related Services

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student/staff access to appropriate HIV counseling and testing programs, and to other HIV-related services as needed. Public information about resources in the community will be kept available for voluntary student use.

Section VIII: Staff Development

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

Section IX: General Provisions

On an annual basis, school administrators will notify students, their family's members, and school personnel about current policies concerning HIV infection, and provide convenient opportunities to discuss them. Information will be provided in major primary languages of students' families.

COMMUNICABLE DISEASE

Principals shall observe the current Regulations for the Control of Communicable disease in public schools as recommended by the Board of Health.

Reference: Alabama Code, Title 22, Chapter 51 (1096) Teachers: Teachers Required to Report; Suspected Cases of Communicable Disease, Alabama Code, Title 52, Chapter 33; Section 553, Mental and Physical Examination of Children – General Provision

PARASITES / LICE

A student with a contagious parasite shall be ineligible to attend schools in the school system for a period of time as may be prescribed by the local Department of Health or a physician. A statement of clearance from the Department of Health or a physician may be required before the student may re-enter schools of the school system.

Students identified with active head lice shall be ineligible to attend school until treatment is performed and clearance is obtained from the school nurse. A student identified with nits, the parents will be notified and student treated prior to returning to school the following day. Failure to secure the required treatment(s) and health

clearances within three (3) school days shall require school principals to report the matter to the school system attendance officer.

ADMINISTERING INTERNAL MEDICATION MEDICATION ADMINISTRATION

The State Department of Education, the Alabama Department of Public Health, and the School Health Services Advisory Task Force has recommended guidelines for medication administration. Following those guidelines, the Eufaula City School Board has written a policy that states the members of the school staff shall not administer internal medication to students except in cases where it is prescribed by a physician and is requested in writing by the parent or guardian. Listed below is the procedure to be followed if a child needs prescription or nonprescription medicines administered at school.

I. Prescription Medicines

A. Routine Medicines

1. If the child is on a medication that is given daily throughout the year, a form that authorizes the school to give the medication *MUST* be signed by a physician as well as the parent or guardian. Some doctors have these forms in their offices. If the parent/guardian is not sure if the doctor has forms, he/she may get one from the school office.
2. Prescription medicines *MUST* be in a prescription container with a prescription label that identifies the child, the medicine and dosage prescribed, how often the medicine is to be given, and the current date. The parent or guardian should request two containers from the pharmacist with one labeled for school use.
3. If a child is on a controlled medication such as Ritalin or Phenobarbitol, *DO NOT* let the child bring it to school. The parent or guardian *MUST* take a months supply to the front office.

B. Antibiotics and Other Temporary Prescription Medicines

1. If an antibiotic or other prescription medicine has to be given temporarily and needs to be given during school hours, it *MUST* be in the container that has the prescription label on it with the child's name, the current date, the name of the medicine and the dosage prescribed.
2. Written instructions from the parent or guardian are also needed that include the time and the dosage to be given. Written instructions may be written on a medication authorization form.

C. Schedule

1. When possible, the parent or guardian should give the child's medicine at home. If a medicine is brought to school and is forgotten at school, the child may miss a few doses. If the medicine stays at home, this problem can be avoided. Below is a suggested schedule for giving prescribed medication.

2 times per day >	Before School	-	-	Supper	-
3 times per day >	Before School	-	After School	-	Bedtime
4 times per day >	Before School	Lunch	After School	-	Bedtime

2. If the doctor prescribes specific times medicine is to be given, the parent or guardian should ask the doctor if times can be adjusted to avoid as many school doses as possible. If a medicine has to be given at school, the parent should ask the pharmacist for a second container labeled specifically for doses to be given at school.

II. Nonprescription Medicines

- A. If a child has a history of medical problems that require nonprescription medicines such as aspirin or Tylenol to be given, an authorization form *MUST* be signed by the physician with written instructions from a physician describing the child's needs.
- B. Nonprescription medicines *MUST* be in the original container with the child's name clearly marked on the container.
- C. If a child needs a Tylenol or other nonprescription medicine for only one day, it is recommended that the parent or guardian come to the school to give it to the child.

*Field Trips: If a child requires medicine during the day, a parent/guardian is encouraged to accompany the child to administer the medicine. Regular field trip costs will apply to each.

STUDENT DUE PROCESS

Students shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures of corporal punishment, short- and long-term suspension or expulsion are applied. Before being punished for violation of a Board policy or local school rule and regulation, the local school Principal or designee shall ensure that students are accorded the following minimal due process:

The Informal Process

1. The student shall be given oral or written notice of the charges(s) against him/her.
2. The evidence supporting the charge(s) shall be explained to the student.
3. The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

The disciplining authority (Principal, teacher, etc.) may impose appropriate discipline measures immediately following the informal due process hearing stated above.

The Formal Process

When a student is facing possible long-term suspension (more than 10 school days) or expulsion, the Board shall ensure that the following formal due process procedures are accorded the student:

1. The right to a hearing before the Board,
2. The right to be represented by counsel,
3. The right to cross-examine witnesses,
4. The right to a written record of the hearing, and
5. The right to a written record of the Board's decision.

Exceptional Students

Prior to the application of the above procedures to an exceptional student, said student's I.E.P. committee shall be convened to determine if the student's behavior warranting punishment is related to the exceptionality. In the event it is determined that the student's behavior is not related to the exceptionality, the student shall be treated as any other student, except that, an exceptional program student may not be suspended or expelled for more than ten (10) school days without being provided an alternative educational program. If it is determined that the offense is related to the exceptionality, the student shall not be punished corporally, suspended, or expelled.

SEARCHES BY SCHOOL OFFICIALS

School Property

Desks and lockers are public property and school authorities may make regulations regarding their use. Students, however, have the right to a reasonable amount of privacy in their lockers and desks. No school official shall inspect or search lockers unless there is a reasonable suspicion to believe that articles are kept there that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulations of the Board. If possible, the student(s) shall be present prior to any search of his/her desk or locker. When possible, a witness from the certified staff shall be present during the search when the student cannot be present.

Individuals

School officials (school Principal or designee only) may make searches of a student and attendant personal belongings if there is reasonable suspicion to believe that the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulations of the Board. If a student is searched, it shall be in private by a school official of the same sex with a certified staff member of the same sex present. Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student.

Vehicles

School officials may search selected vehicles while on school property when there is reasonable suspicion to believe or plain-view evidence that the vehicles contain articles that may endanger other individuals or are contrary to law or regulations of the Board. If possible, the student(s) shall be present prior to any search of his/her vehicle. When possible, a witness from the certified staff shall be present during the search when the student cannot be present.

By Law Enforcement Officials

The Board respects the rights of all persons in the schools and will uphold those rights. At the same time, school property cannot be regarded as a sanctuary from enforcement of the law. School officials should seek to cooperate with law enforcement officials in their effort to enforce the law.

INTERROGATION BY PUBLIC OFFICIALS

Law Enforcement Officials

When law enforcement officers make it known that they wish to talk to a student while under supervision of the school, the student shall be called to the office of the Principal, and in the presence of the officers, the school Principal or designee shall attempt to notify by telephone the student's parent or guardian of the situation. The student shall then be informed that he/she may opt for one of the following choices:

1. The student may converse by phone with his/her parent or guardian.
2. The student may decline to talk with the officers until his/her parent(s) or guardian(s) is present.

3. The student may talk with the officers either in or outside the presence of the Principal or designee.

In case an arrest warrant is presented by law enforcement officers, the school Principal or designee shall make every effort to notify the parent(s) or legal guardian(s) of the student in question prior to the student's removal from the school premises.

Department of Human Resource Officials

When Department of Human Resource (DHR) officials make it known that they wish to talk with a student while under the supervision of the school, the Principal or his/her designated representative shall seek to determine if the visit relates to child abuse or neglect. If so, after presenting appropriate identification, the DHR official shall be permitted to talk with the student in accordance with the following procedure:

Procedure for Handling Child Abuse/Neglect

All educators are required to report immediately suspected cases of child abuse/neglect to the Department of Human Resource. The following guidelines are suggested if child abuse/neglect is suspected:

1. The educator shall immediately notify the Principal.
2. The Principal/educator shall consult with the counselor.

DHR caseworkers will proceed to investigate the reported case. If the investigation is to begin at the school, the DHR caseworker will report to the school office and identify himself/herself to the Principal or designated representative. Child abuse/neglect investigations are highly confidential, and the student's rights to privacy must be respected. Only those persons necessary to conduct the investigation shall be present in any interview. After an evaluation/intervention has been made, the caseworker should provide feedback to the Principal and arrange monitoring procedures as needed. Educators will report further incidents of abuse/neglect regarding that child to the assigned caseworkers.

Special Information Regarding Neglect Cases

1. Teachers shall document and date specific instances or examples of neglect. Example: On Wednesday, January 14, 1984, John Doe came to school with no coat, wearing unclean clothes, and shoes with large holes.
2. Teachers shall keep a running account of the above examples over a period of time.
3. Teachers shall contact the parents and express concern over the neglect and make suggestions as to how they can help or seek help by calling DHR.

Right to Privacy Considerations

1. A student's school record continues to be protected by the terms of the Family Rights and Privacy Act and the policies of the Board. The school system needs a parental release form, court order, or other legal document which gives school personnel the permission to release information in school records to DHR caseworkers.
2. In return, DHR personnel should share needed information with school officials. The school Principal or counselor could be designated as a confidential person to receive this information and use it in the best interest of the student.

State Mental Health Department Counselors

School officials may make the counseling services of the local State Mental Health Department available to a student(s) when requested by the student(s) or when school officials believe such services are in the best interest of the student(s).

COMPLAINTS AND GRIEVANCES

The primary purpose of this procedure is to provide for prompt and equitable resolution of students' complaints and grievances.

Level One - The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A student with a grievance may first take it to his immediate teacher or Principal. Both shall be consulted prior to further resolution procedures.

Level Two - In the event the aggrieved person is not satisfied with the disposition of his grievance at Level One, he/she may file an appeal in writing with the Superintendent or his/her designee within five (5) days of the meeting at Level One. Within ten (10) days from receipt of the grievance, the Superintendent shall request a conference with the aggrieved or render a written decision.

Level Three - In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Two, he may request the Superintendent or his/her designee to schedule a brief hearing before the Board of Education at its next regular meeting in closed session.

The aggrieved person may select a representative to accompany him at each level, may ask such representative to state the facts in written form, and may request a written decision at each level outlined above.

The grievance procedure must be initiated at the level at which the grievance occurred, and all requirements specified must be observed by students and school officials.

For the discussion and consideration of a grievance, time and place shall be selected which will not interfere with regular scheduled classes of school-related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible at the most immediate level of supervision.

The above procedure must be followed before filing a formal complaint or requesting mediation through the Alabama State Department of Education, if applicable.

SEXUAL HARASSMENT

Definition

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the advances, requests, or conduct have the effect of interfering with performance of school-related activities or creating an intimidating, hostile, or otherwise offensive environment in or about the school or school facility.

Prohibited Conduct

Students shall not engage in conduct constituting sexual harassment. Sexual harassment, whether between students or between a student and an employee, is illegal and will not be tolerated. The Board shall investigate all allegations of sexual harassment and take appropriate action against students who engage in sexual harassment. Sanctions against students for violation of this policy may include verbal or written warning, suspension, or expulsion.

Complaint Procedure

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

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

If the complaint is received by someone other than the school Principal, the person receiving the complaint shall promptly inform the school Principal. The Principal shall start an immediate investigation into the matter. The custodial parent(s) of the student will be informed of the complaint. The completed investigation shall be reviewed by the Superintendent or designee and legal counsel for prompt and appropriate action, if warranted. A written response to the student's complaint shall be provided to the custodial parent(s) of the student and the student within 45 days of the date the student first registered the complaint. The student or the custodial parent(s) of the student may appeal the decision within 10 days of 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 of the Board. The Board shall make a final decision and notify the student and the custodial parent(s) of the student in writing of the Board's decision.

Protection of Complainant

No student shall be subject to adverse action for any good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment shall be kept confidential.

OUTSIDE PRESENTERS/LECTURERS

The Board requires that classroom or assembly program presenters/lecturers, who are neither members of the student body, faculty, nor administration of the school or School System, have prior approval of the school principal.

CONTROVERSIAL ISSUES

The Board of Education recognizes the fact that controversial issues are an inherent part of our democratic tradition and that a knowledge and an understanding of controversial issues is an indispensable part of education for citizenship. Therefore, professional employees shall have the freedom to deal with controversial issues in the public school curriculum so long as the following guidelines are observed: teachers shall adapt the study of controversial issues to the age, maturity, and academic background of students; they shall place major emphasis upon HOW to think rather than WHAT to think; students shall have the opportunity to express their opinions within the limits of decency, good will, and respect for the opinions of others; teachers shall seek to create an atmosphere in which differences of opinion can be voiced without fear and hostility but with mutual respect for all viewpoints; and teachers shall not teach their viewpoint, but will present a neutral position.

CORRESPONDENCE STUDY

General

The Board approves the use of appropriate correspondence study courses in the schools of the School System provided the following guidelines are met:

1. Such courses are arranged on an individual basis.
2. Such courses are offered through institutions recognized by the State Department of Education or from institutions accredited by the National Home Study Council.
3. The school principal gives prior written approval for each correspondence study course on an individual basis after consultation with appropriate faculty members.
4. The school principal identifies and approves a qualified local school faculty member to serve as the cooperating teacher.

Student Eligibility

The above and following guidelines are applicable for a student to be approved to take and apply earned credit (Carnegie Units) toward meeting School System requirements for promotion or graduation:

1. A required course may not be taken by correspondence study unless:
 - a. It previously has been attempted and failed by the student requesting it, and/or
 - b. The school principal gives prior written approval.
2. Enrichment/elective courses for credit must have the prior written approval of the school principal.
3. All costs associated with the correspondence course must be borne by the student.
4. All requirements and guidelines imposed by the institution(s) offering the correspondence course must be met.
5. Not more than one-eighth of the total units required for graduation may be taken by correspondence unless approved by the Superintendent.
6. Not more than one Carnegie Unit may be earned through correspondence study during a regular academic year.

Credit Deadlines

To apply credit earned through correspondence study, the following guidelines must be met:

1. A student and his/her parent(s) or guardian(s) must assume the responsibility for having the correspondence institution send an official grade report to the school. Grades/Carnegie Units earned through correspondence study cannot be applied to a student's records until the official grade report is received.
2. A graduating senior must have any applicable correspondence study grade reports on file with the school on or before the date set for the beginning of final examination period in order to participate in graduation exercises.

COOPERATIVE EDUCATION

The Eufaula City Board of Education recognizes the Alabama Occupational Diploma as a high school diploma option for eligible students. The Eufaula City Board of Education further recognizes the requirement of Cooperative Education as a component of the graduation requirements for students pursuing an Alabama Occupational Diploma.

The Superintendent or designee is authorized to develop procedures for Cooperative Education. All Cooperative Education experiences are subject to the Eufaula City Board of Education Cooperative Education Procedures. All aspects of the Cooperative Education program will be in compliance with the Alabama State Department of Education's guidelines for the Alabama Occupational Diploma and with laws regarding the student employment, including but not limited to safe and healthy working conditions which do not interfere with student academic performance.

SCHOOL HEALTH SERVICES INVOLVING INVASIVE PROCEDURES

Invasive procedures, including but not limited to, tracheotomy care, gastrostomy tube feeding, and medication administration by injection or rectal route shall be provided only by a registered nurse or by a licensed practical nurse under the supervision of a registered nurse and with written authorization from the physician and parent.

Some procedures, including clean intermittent catheterization (CIC), may be performed by non-medical personnel if the Alabama Board of Nursing guidelines for the performance of such procedures are strictly followed. The decision to permit such delegation for a specific child is the professional responsibility of the registered school nurse. Although the delegation of a procedure may be allowable, whether it shall be delegated in any particular situation is solely the responsibility of the registered school nurse. Should the registered school nurse determine that a procedure could be appropriately delegated, he/she must train the non-medical person and periodically supervise the person performing the procedure.

LIVE WORK POLICY – CAREER TECHNICAL EDUCATION

Definition

Live work is work done by students as part of their training program. Such work can be done either in school or on a job location and includes service, repair, or production jobs of any and all kinds.

Relationship to Training

Live work will be conducted when, in the opinion of the instructor and director/administrator, the activity is beneficial as training and necessary for the acquisition of occupational skills leading to employment. The instructor shall assign live work to individual students. No person, regardless of his connections, shall use Career/Tech Programs for personal gain or profit.

Administration

Administration and control of live work in accordance with local Board of Education policies are the responsibilities of the director/administrator of each school. All live work performed must be approved by the director/administrator or his representative. The school administration and the instructor share the responsibility for maintenance of appropriate records.

Live Work Projects

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

- (1) Tax supported programs and institutions
- (2) Public employees
- (3) Students in the Area Career/Tech programs
- (4) Charitable organizations that are supported by donations
- (5) Individuals and organizations if:
 - a. Such live work is not designed for competition with private enterprise
 - b. The circumstances involved are unusual and justify the acceptance of the live-work project
 - c. The instructor justifies why the live work is necessary for the training program.

Release of School Liability

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

- (1) Assume responsibility for the results of the work being done by students
- (2) Bear all actual cost of materials, parts, or applicable service charges.
- (3) Sign a form agreeing to the above conditions and specifically stipulating the work to be performed.

Service Charge for Live Projects

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

- (1) Actual cost plus 20% for indirect cost
- (2) A service charge determined by the instructor for projects with no parts/materials.
- (3) A \$.50 per foot charge for designs/plans.
- (4) In some cases, a donation of materials may be accepted.

In exceptional cases such as the construction of a public building a reduced charge for the indirect expenses of live work projects may be used provided the administrator or his representative concurs in writing. The School must recover all costs.

The instructor shall be responsible for the determination and collection of all charges. Such projects must be approved by the superintendent.

Approving Work Requests

Work orders must be signed by the responsible party, and approved by the school administration before work may begin. The customer must understand that the work will be performed by students. Only agreements in writing will be accepted.

Financial Procedures

All Board and local school policies and procedures must be followed to ensure accurate and proper accounting. Purchases must have prior approval, and must meet legal requirements of the State bid law, if applicable.

SAFETY – CAREER TECHNICAL EDUCATION

Students participating in a Career/Technical Education classroom/lab shall 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 danger as fire, natural disasters, mechanical, electrical malfunctions, and other hazards shall be provided. The director/administrator shall make periodic evaluative reports concerning their adequacy in terms of student care and safety.

The superintendent shall develop a district wide safety 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 experts, 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 building shall be required at all times.

WELLNESS GUIDELINES

Nutrition Education

- Nutrition education will be integrated into other areas of the curriculum such as physical education, science and health.
- The staff responsible for nutrition education will be adequately prepared and participate regularly in professional development activities to effectively deliver an accurate nutrition education program as planned. Preparation and professional development activities will provide basic knowledge of nutrition, combined with skill practice in program-specific activities and instructional techniques and strategies designed to promote healthy eating habits.
- Nutrition education will be reviewed by the Child Nutrition Program Supervisor who is trained in school based nutrition.
- The school cafeteria may serve as a "learning laboratory" to allow students to apply critical thinking skills taught in the classroom.
- Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community.
- Eufaula City Schools will provide information to families that encourage them to teach their children about health and nutrition and to provide nutritious meals for their families.
- Students will be encouraged to start each day with a healthy breakfast.

Physical Activity

- Physical activity will be integrated across curricula and throughout the school day. Movement may be made a part of subject areas such as science and health.
- Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge.
- Policies ensure that state certified physical education instructors teach all physical education classes.
- Policies ensure that physical education classes have a student/teacher ration that complies with Alabama State Department of Education standards.
- Time allotted for physical activity should be a minimum of 30 minutes for elementary students and 45 minutes for middle school students.
- Physical activity participation will take into consideration the "balancing equation" of food intake and physical activity.
- Physical education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.
- Adequate equipment is available for all students to participate in physical education. Physical activity facilities on school grounds will be safe.
- The school provides a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted.
- Information will be provided to families to help them incorporate physical activity into their student's lives.
- Schools are encouraged to provide community access to and encourage students and community members to use the school's outdoor physical activity facilities outside the normal school day.
- Schools should encourage families and community members to institute programs that support physical activity, such as a walk to school program.

Other School Based Activities

- After-school programs will encourage physical activity and healthy habit formation.
- Local wellness policy goals are considered in planning all school-based activities (such as school events, field trips, dances, and assemblies).
- Support for the health of all students is demonstrated by hosting health clinics, health screenings, and helping to enroll children in Medicaid and other state children's health insurance programs.
- Schools organize local wellness committees comprised of families, teachers, administrators, and students to plan implement and improve nutrition and physical activity in the school environment.

Nutrition Guidelines for All Foods on Campus

- All foods made available on campus during regular school hours will comply with the current USDA Dietary Guidelines for Americans and with the policies developed by the Alabama State Board of Education and will include all of the following areas: vending machines, a la carte, beverage contracts, fundraisers, concession stands, student stores, and school parties/celebrations.
- Food providers will take every measure to ensure that student access to foods and beverages meets federal, state, local laws, and School Board policies and guidelines. Food providers will offer a variety of age appropriate healthy food and beverage selections for elementary schools, middle and high schools.
- Nutrition information for products offered in snack bars, a la carte, vending and school stores is readily available near the point of purchase.
- Families, teachers, students, and school officials are engaged in choosing the competitive food selections for their local schools.
- Promotional activities will be limited to programs that are requested by school officials to support teaching and learning. All promotional activities in schools will be connected to activities that encourage physical activity, academic achievement or positive youth development and are in compliance with local board policies.
- Food providers will be sensitive to the school environment in displaying their logo and trademarks on school property and will be in compliance with federal, state, local and Alabama State Board of Education guidelines and policies.
- Classroom snacks feature healthy choices.
- Nutrition education is incorporated during classroom snack times, not just during meals. Foods and beverages sold at fundraisers include healthy choices and provide age appropriate selections for elementary schools, middle schools and, high schools.
- Advertising messages are consistent with and reinforce the objectives of the education and nutrition environment goals of the school system.
- Advertising of foods and/or beverages in the areas accessible to students during meal times must be consistent with established nutrition environment **standard**~ and Alabama State Board of Education guidelines.

Eating Environment

- The National Association of State Boards of Education recommends that students should be provided adequate time to eat, at least 10 minutes for breakfast, and 20 minutes for lunch, from the time the student is seated.
- Lunch periods are scheduled as near the middle of the school day as possible. Recess for elementary grades is scheduled before lunch.
- Cafeterias include enough serving areas so that students do not have to spend too much time waiting in line.
- Dining areas are attractive and have enough space for seating all students.
- Food is not used as a reward or punishment for student behaviors, unless it is detailed in a student's Individualized Education Plan (IEP).
- Drinking water is available for students at meals.

ANTI-HARASSMENT POLICY

Harassment, Violence, and Threats of Violence Prohibited

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

Definitions

- (a) The term "harassment" as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.

- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- (b) The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- (c) The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- (d) The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.
- (e) The term “student” as used in this policy means a student who is enrolled in the Eufaula school system.

Description of Behavior Expected of Students

- (a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- (b) Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
- The student’s race
 - The student’s sex
 - The student’s religion
 - The student’s national origin or
 - The student’s disability

Consequences for Violations

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

Reporting, Investigation, and Complaint Resolution Procedure

- (a) Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- (b) Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- (c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- (d) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

Promulgation of Policy and Related Procedures, Rules and Forms

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means

and methods as are customarily used for such purposes, including publication on the Eufaula City Board of Education.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM

A program to place and monitor automated defibrillators in the schools shall be offered as required by the Code of Alabama §16-1-45.

ANAPHYLAXIS PREPAREDNESS PROGRAM

The Eufaula City School System recognizes the growing concern of life-threatening allergic reactions to environmental and food items in the school setting and acknowledges the possibility that the first serious reaction may occur at school. ECS adopts the three levels of prevention in the Anaphylaxis Preparedness Policy as outlined in Act 2014-405.

PHYSICAL RESTRAINT

The Superintendent is authorized to develop written procedures governing the use of physical restraint as required by state law. The procedures will be published in accordance with the requirements of state law.

VIRTUAL SCHOOL (ALABAMA VIRTUAL ACADEMY)

Initial Student Eligibility

The Alabama Virtual Academy (ALVA) will be open for enrollment in grades kindergarten – 12. A child whose fifth (5th) birthday is on or before September first (1st) shall be entitled, based on age, to admission to kindergarten classes. No child shall be admitted to kindergarten or first grade until his/her parent(s) meet the following requirements:

1. Present to school officials proof of residency
2. Proof of age
3. Present proof the child has received immunization for all communicable diseases as required by law (or a valid exemption)

Kindergarten students who were enrolled in an Alabama private school, church school, or were being tutored in accordance with the Code of Alabama (1975) and who seek admission to Kindergarten in the public schools must meet the age requirements for admittance as of September 1 (2)* or the opening date of school in the enrolling district. First grade minimum age for admission is 6 years of age on or before December 31st.

Prospective students seeking enrollment in grades K-12 must meet the following requirements and agree to maintain these in order to stay enrolled.

- Have and maintain high speed internet in the home
- Have a learning coach available to monitor and assist in the virtual program. Learning coach must log daily attendance in the online setting and check to make sure assignments are turned in on a daily basis.
- Agree to attend the online class sessions with teachers as required by the program. Each student will be given an online attendance requirement based on individual needs. Students and Learning Coaches must agree to attend and participate in order to maintain enrollment in the program.
- Students with special needs must agree to participate in the services required by their learning plan or refuse these services in writing.
- Students enrolling must have consecutive school enrollment in order to qualify. If a student has not been in school, they will not be eligible.
- Students that have been expelled or suspended from their previous school will need to be approved by an ALVA administrator.
- Students must participate in all required testing (Beginning of the year testing, quarterly benchmarks and mandated state testing). Beginning and benchmarks are done from home but the state testing requires in-person testing at a testing site.

ALVA is meant to be a home-based virtual program and is not intended to be a done in a group learning center. Any groups wishing to enroll would need to be approved by the Administration at ALVA prior to enrollment.

Prospective students seeking enrollment in grades 9-12 must meet the following requirements.

- 1) **Must have been present in school 90% of the time for the previous school year and the first part of the current school year** (*if applying after the 1st day of school*).

If absent more than 18 days, the student will not be eligible.

Full year attendance must be documented in order to prove attendance. Prospective students who have extenuating circumstances regarding the missed time may submit to the ALVA administrator for review.

2) **Must be on their cohort year and are on track to graduate on time.**

Being on track means:

- That the student has not failed more than one or two classes and have the credits needed to be considered a student at appropriate grade level and are on track to graduate on time.
- That the student is scheduled to graduate from high school within 4 years from the time of entry in 9th grade.

If the student has been withdrawn from school or did not attend for one or more semesters or delayed starting high school due to dropping out for a time they are not eligible.

3) **Homeschooled Students**

Homeschooled students must submit transcript with credits meeting the above qualifications from a homeschool organization. All homeschool transcripts that have high school credits posted to them must be reviewed and students must attend in-person testing to validate mastery of material to earn transfer credit.

	Minimum Credits for Fall Enrollment	Minimum Credits for Spring Enrollment
9 th grade	0 – 4.5 credits	2.5 credits *0.5 credit each of English and Math*
10 th grade	5 – 10.5 credits *1 credit English & Math each*	8 credits *1.5 credits each of English and Math*
11 th grade	No New Student Enrollment in 11-12 th grade. Students will promote up into these grades by enrollment in 9-10 th grade. (Exceptions: Current resident students in Eufaula City Schools or students with siblings enrolled for at least one semester previously in good standing. 11-12 th graders with siblings must be on track to graduate.)	
12 th grade		

Non – Resident Continuing Student Eligibility

A student whose parent/legal guardian reside outside of the city limits of Eufaula may be eligible to attend Eufaula City School System. Such enrollment or continued enrollment will be based upon the following:

- Annual written application by the student's parent/legal guardian to the Superintendent or Principal of the program for consideration and/or approval. Approval will be based on:
- The ability to accommodate the applicant without placing undue financial burden on the school system;
- Availability of space at the grade level and school;
- Acceptable previous school attendance;
- Average or above academic performance as determined through a review of educational records, including standardized test scores;
- Attendance and participation at required state and school testing
- Satisfactory student behavior as determined through a review of discipline records;
- Agreement by the parent/legal guardian, and the student, when appropriate, that the student will follow the rules and regulations established by the virtual program within the system, and the rules and regulations established by the Eufaula City Board of Education. Failure to comply with these rules and regulations may be cause for expulsion and the withdrawal of permission to attend the Eufaula City Schools,;
- Agreement by the parent/legal guardian to assume responsibility for transporting their child(ren). The Eufaula City Schools will not provide transportation.
- Internet access and ability to be online for the majority of the school day (ALVA only).

The Eufaula City Schools has the right to revoke enrollment of any non-resident student based on any of the following conditions:

- Inappropriate behavior or poor disciplinary record;
- Excessive class connect attendance or poor overall school attendance record;
- Unsatisfactory academic performance;
- Attempts to circumvent the policies/procedures of the school and/or school system;
- Any other good and sufficient reason.

If during the school year it becomes evident that guardianship or state residency has been misrepresented in order to obtain enrollment, the student will be withdrawn immediately.

Attendance & Participation

As a public school, Alabama Virtual Academy at Eufaula City Schools is required to monitor student attendance in accordance with all applicable statutes set forth by the State of Alabama and the Eufaula City Schools. Alabama statute requires all public schools offer a minimum of 1080 hours per year. This attendance requirement is prorated for students enrolling after the first week of school. The teacher will help develop a weekly schedule to ensure that students meet this requirement. *In order to meet the 1080 hours of school, students are required to complete an average of 6 hours each day or 30 hours a week.* ALVA-ECS teachers conduct a variety of live direct instruction sessions throughout the week, some of which student attendance will be required.

Excused Absences

When a parent/legal guardian knows that their student will be absent, it is requested that the parent/legal guardian give the school prior written notice of the upcoming absence.

ALVA-ECS considers the following factors to be “reasonable” excuses and will result in an “excused absence” for time missed from school:

- Personal illness (a written physician’s statement verifying the illness may be required);
- Observance of a religious holiday;
- Death in the immediate family; shall mean: parents, legal guardians, spouse, brothers, sisters, children, grandparents, parents-in-law, brothers-in-law, sisters-in-law, aunts and uncles;
- Family emergency; circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student (the reasonableness of the parent’s or legal guardian’s concern is subject to evaluation by the Academic Administrator, Academic Administrator’s designee, on a case-by-case basis);
- Other situations beyond the control of the student as determined by the Academic Administrator, Academic Administrator’s designee, on a case-by-case basis, including, but not limited to, homelessness and its attendant difficulties.

When it is necessary for a student to be absent, it is the parent’s responsibility to call or email (within 24 hours of absence) the student’s homeroom teacher. The homeroom teacher will forward that information to the administrative office.

Accumulated Unexcused Absences and Truancy Process

Students who do not attend required online sessions, or fail to log attendance within the Online School when required, will be considered absent for the required amount of time unless a valid written excuse is provided to the homeroom teacher. Absences not identified as “reasonable” above will be considered “unexcused”. Attendance is cumulative and can be made up over time.

A student is deemed truant when he/she is absent from school without an acceptable excuse when three (3) unexcused absences are accumulated. The parent/legal guardian must submit a doctor’s note or a written excuse for absences that are deemed as excused.

- Three (3) Unexcused Absences: Students who accumulate a total of three (3) absences will be sent a warning letter via email.
- Five (5) Unexcused Absences: Students who accumulate a total of five (5) absences will have a phone call, and a warning letter via email.
- Seven (7) Unexcused Absences: Students who accumulate a total of seven (7) absences will be sent an invitation to attend a Truancy Meeting via personal email and regular mail. Parents and students (if necessary) will be required to attend a meeting with school personnel in person or via an online meeting tool, which is subject to include; teachers, Administrators, district personnel, and anyone else designated by the Academic Administrator, to discuss the absences and develop a back on track plan.
- Ten (10) or more total absences are accumulated for any student result in placement in intervention with the ALVA compliance officer who will work to help the family get back on track. Student will have a truancy hearing by ALVA administration where student may be administratively withdrawn based on non-compliance with the non-resident agreement.

In the event that an ALVA-ECS student’s chronic truancy results from homelessness, the student’s enrollment rights at ALVA-ECS shall be based on the McKinney-Vento Homeless Assistance Act.

It is mandatory that all ALVA-ECS students log progress in the Online School (OLS) daily, for a minimum of six (6) hours per day in order to meet school attendance requirements. Attendance is mandatory of all students enrolled in the school during regular school days whether working in online coursework or offline assignments, and/or at Blackboard sessions to which s/he has been assigned to attend.

Attendance for ALVA-ECS students is accounted for in the following ways:

1. Student working in coursework whether on or offline in the Online School (OLS);
2. Student participation in assigned virtual online sessions with state-certified teachers.

Note: Attendance logged in the OLS must reflect the progress made in the courses. If attendance does not match the progress, administration may modify the attendance for those hours logged. This modification of hours will put the student in jeopardy of becoming behind on attendance or below the mandated state requirement for attendance. The student would then be considered excessively absent. Teachers and administrators may ask for proof of all work completed at any time of the year.

SUICIDE AWARENESS AND PREVENTION

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

Implementation

In compliance with the requirements of the Jason Flatt Act, Eufaula City Schools will:

- Foster individual, family, and group counseling services related to suicide prevention.
- Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
- Foster training for school personnel who are responsible for counseling and supervising students.
- Increase student awareness of the relationship between drug and alcohol use and suicide.
- Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.
- Inform students of available community suicide prevention services.
- Promote cooperative efforts between school personnel and community suicide prevention program personnel.
- Foster school-based or community-based, or both, alternative programs outside of the classroom.
- Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.
- Engage in any other program or activity which the local board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
- Provide training for school employees and volunteers who have significant contact with students on the local board policies to prevent harassment, intimidation, and threats of violence.
- Develop a process for discussing with students local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.
- Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing in-service training programs or as a part of required professional development offered by our school system.

Behavior Expected of Students

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required to:

1. Comply with the requirements of the law, policy, regulation and rules prohibiting harassment, violence, or intimidation and
2. Comply with the system's prevention strategies related to suicide prevention, intervention, and postvention support.

Responsibility of Reporting

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

Promulgation of Policy and Related Procedures, Rules and Forms

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

CHAPTER VI
POSITION STATEMENTS
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POSITION STATEMENT

PARENT CONFERENCES

Contact with parents is a vital part of the professional responsibility of every teacher and administrator associated with Eufaula City Schools. After instruction, it is our second most important task. Within that context, the following purposes, guidelines, and responsibilities will be considered in regard to parent conferences.

Purposes

1. To provide an open line of communication between parents and school personnel.
2. To assist in communicating student placement, progress, and performance in curricula areas and/or to review and/or amend the Individual Educational Plans (IEP) for exceptional students.
3. To provide a time to discuss performance on such tests as the Stanford Achievement Test, Alabama Directed Writing Assessment, Alabama High School Basic Skills Exit Exam, end-of-course tests, and other such measures of performance.
4. To provide an opportunity for parents to express concerns, ask questions, or simply become better acquainted with the programs of our schools.
5. To provide an opportunity for school personnel to exhibit the attitude that parent involvement is necessary for the success of our instructional program.
6. To help develop a home-school team effort in the education of students.

Guidelines For Elementary Schools

1. A parent conference will be scheduled with parents during the first nine weeks. During this conference such topics as methods of grading, placement, and progress will be discussed.
2. A second conference will be scheduled no later than the end of the third nine weeks. This conference will be used to discuss academic progress, parent or teacher concerns about academic work, possible consequences of poor classroom performance, and achievement test scores. A face-to-face conference is the best type of communication. If a parent is unable to attend, documentation of a phone conference is required.
3. A parent conference will be scheduled with the parents of new students to Eufaula City Schools within the first four weeks of enrollment. Topics for discussion will include placement of the new student in the academic areas, the school's curriculum, and general information concerning the student and the new school setting.
4. Other parent conferences as deemed necessary by the teacher or parent during a school year are encouraged.
5. All conferences should be held at times that do not interrupt instructional time.
6. All conferences should be documented. The parent's signature should be on the documentation whenever possible.

Guidelines For Middle and High Schools

Conferences are extremely important and are strongly encouraged. As a minimum, we will follow these guidelines:

1. A parent conference will be scheduled with parents of students who are failing a course during any semester. Conferences are also encouraged for parents of students who experience any extended drop in academic achievement. Conferences for these two purposes will be documented by the teacher in such a format as decided upon within the local school.
2. A parent conference will be scheduled with the parents of every new student to Eufaula City Schools before official enrollment is complete. This conference can be conducted by the principal, assistant principal, counselor, or teacher and may occur at the time of registration. Emphasis of the conference will be to acquaint the new parent with the school's curriculum and to provide a time for the parent to become acquainted with the school's personnel and organization.
3. Other parent conferences as deemed necessary by the teacher or parent during a school year are encouraged.
4. Other contact between middle and high school teachers and parents will be accomplished through mid-quarter progress reports and through the regular report card procedure.

Responsibilities

1. Each principal has the responsibility of initiating discussion of this position statement with respective faculties and coordinating its implementation with the faculty.
2. Each teacher has the responsibility of following the guidelines included within this statement.
3. Each parent has the responsibility of accepting the parent conference as an important communication link between the school and home.

POSITION STATEMENT

HOME WORK

Purposes

1. To encourage development of independent study habits, skills, and responsibilities.
2. To enrich, reinforce, and extend learning by providing additional educational opportunities outside the classroom.
3. To provide for advanced preparation for an upcoming classroom activity, discussion, unit of study, or test.
4. To provide an extension of classroom activities which use community resources.
5. To provide an opportunity for parents to be familiar with and involved in the school's educational program and their own child's progress.

Guidelines

The amount and kind of homework will vary with the grade and subject being studied. The following should be considered at each level:

K-2nd

Teachers are encouraged to use creative ways to extend concepts taught in class, not endless repetition of skills since there is no guarantee students receive the proper guidance and may practice incorrectly. It is highly recommended in the early childhood grades that homework should consist of the parent or guardian reading aloud to the student. As the student becomes a more proficient reader, the student may read aloud to the adult. Written homework (a few math problems, a few sentences, or a short story) should take 15 to 30 minutes of honest effort to complete.

3rd - 5th

As students advance through the grade levels, homework must increase in expected outcomes. However, teachers should consider the amount of homework assigned in all subjects. Homework should include a variety of methods such as written assignments, practice, preparation, extension of concepts taught or creative activities. Homework should include an assignment to read to or read with someone. Time spent on homework should be appropriate for the grade level. Homework should take 30 to 45 minutes of honest effort to complete.

6th - 8th

Teachers should consider the amount of homework assigned in all subjects. Homework assignments should be coordinated among teams and appropriate time limits should be adhered to among team members. Between 15 to 30 minutes per academic subject per night on average (1 hour 30 minutes maximum) is considered appropriate for middle school students. Homework should periodically include an assignment to read to or read with someone. "Study time" as well as time needed to complete assignments should be taken into consideration when assignments are made. Advanced classes should require more rigorous homework assignments.

9th - 12th

Students need to be responsible for their own learning and should make considerable effort in and out of the class. "Study time" as well as time needed to complete assignments should be taken into consideration when assignments are made. Homework should be constructed so that it encourages students to think, present alternative solutions, make decisions, see relationships and create. Advanced classes should require more rigorous homework assignments.

Responsibilities

1. Each principal has the responsibility of initiating discussion of this policy with respective faculties and coordinating its implementation with the faculty.
2. Each teacher, with the help of the principal, has the responsibility of communicating the value and use of homework to the student and parents. Teachers are responsible for making homework meaningful and appropriate. Students need to know the homework is important to the teacher and he/she expects it to be completed. It must be reviewed or checked on a timely basis.
3. Parents have the responsibility for encouraging their child to accept the homework assignments as an important part of the school program and seeing that assignments are completed.
4. Students have the responsibility of completing homework assignments within reasonable time limits and with reasonable accuracy.

POSITION STATEMENT

K-12 ASSESSMENT REPORTS

Assessment for learning is an ongoing process that arises out of the interaction between teaching and learning. Grades should reflect mastery of content standards.

Teachers in grades K-5 will send home weekly folders to inform parents of assessment grades, as well as mid-quarter/nine-weeks progress reports and report cards.

Teachers in grades 3 – 12 will use computer gradebooks and provide mid-quarter/nine-weeks progress reports. No extra credit is to be given.

GRADES K-3rd

Mastery of standards is determined as follows from summative and formative assessments for grades K-3:

Level 4: Students demonstrate complete mastery of standard.

Level 3: Students meet proficiency of standard.

Level 2: Students are approaching mastery of standard but are not proficient.

Level 1: Students are performing well below the proficiency level of the standard.

Students who achieve Levels 4 and 3 demonstrate mastery of grade level skills and perform at a proficient level required for each benchmark. Students achieving Levels 2 and 1 have not yet mastered individual grade level benchmarks and are not demonstrating proficiency.

Rationale: Grades 3-5 are transitioning towards a points system rather than using traditional grades in order to more clearly represent mastery of the standards. Students will value every assignment by acquiring points for their work. Teachers will have the ability to vary assignments based on purposeful planning of what the students need. i.e. Some assignments will be worth 5 points, yet another may be worth 50. Reciprocity of assessments will enable teachers to provide points in multiple subject areas.

GRADES 4th and 5th

Grade percentage and/or mastery of standards are calculated as follows for grades 3-5 for each 9-week grading period:

- Points accrued from formative assessments. (Counting for a total of 100 points). Teachers will have a minimum of 5 formative assessments. These formative assessments can consist of various components: daily 5 point exit slips, weekly 10-point checks, periodic 20-point assessments, etc.
- Points accrued from summative assessments (Rigorous Curriculum Design {RCD} unit assessments at the end of units) (Counting for a total of 200 points). Teachers will have a minimum of 2 summative assessments. Rubrics will be utilized to provide expectations for mastery of standards.
- Points accrued from cross-curricular projects (Counting for a total of 200 points). Teachers will have a minimum of 1 project per 9-weeks. These projects can consist of 4 separate 50-point projects throughout the 9-weeks, 2 longer 100-point projects, etc.
- Points will be earned for ELA (including Reading Standards, Writing, and Grammar), Math, Science, and Social Studies. A total of 500 points for each subject area will be obtainable. Rubrics will be utilized to provide expectations for mastery of standards.

Grading System for the Eufaula City Schools – Grades 4-5

<u>Grade</u>	<u>Points</u>
A	450-500 points
B	400-499 points

C	350-399 points
D	300-349 points
F	299 and below

GRADES 6th – 12th

Grade percentage breakdowns are calculated as follows for grades 6-12

- Unit Assessments (summative - unit tests/research papers/projects/portfolios, etc.) 60% of the nine-weeks' average.
- Daily Tasks (formative - classwork/quizzes/journals/exit slips/interviews, etc.) 40% of the nine-weeks' average.

Grading System for the Eufaula City Schools – Grades 6 - 12

<u>Grade</u>	<u>Range</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Purposes

- To provide information to parents on student performance in all curricula areas.
- To provide information to parents on student progress toward achievement of proficiencies and benchmarks established in curricula areas.
- To provide information on student academic performance, progress toward promotion, and student behavior.
- To provide information to parents and students regarding areas in need of improvement for success at each grade level.
- To provide information that will be used along with achievement test scores, Individualized Education Plans (IEP), Personal Education Plan (PEP), and teacher observation to determine appropriate placement.

Objectives

The type of grade report will vary with the grade and subject being studied. Grades should reflect mastery of course objectives and/or educational plan goals. The following should be considered at each level:

K-3

Teachers will use checklist reports, portfolios, and benchmark assessments. Reports should reflect mastery on the Alabama Course of Study for English Language Arts and math. Parents will be informed about the time frame for mastery of specific skills and the requirements for promotion. Parents will be involved and asked to assist with student non-mastery. Weekly folders are sent home each week.

4-5

Benchmark assessments (formative, summative, and projects) will be used to determine mastery. Parents will be involved and asked to assist with non-mastery. Weekly folders will be sent home to communicate success and areas of need to parents. A teacher-generated newsletter will inform parents of the specific grading procedures.

6-8

Teachers will inform parents of the grading percentages, homework percentage, nine-week and/or semester exam percentages on the take-home syllabus issued to each student for each course.

9-12

Teachers will inform parents of the grading percentage, homework percentage, and mid-term and final exam percentages on the take-home syllabus issued to each student for each course.

Responsibilities

Principal

- Each principal has the responsibility of initiating discussion of this position statement with respective faculties and coordinating the implementation with the faculty.

Teacher

- Each teacher, with the help of the principal, has the responsibility of communicating to parents and students the benefits of high standards and the need to master proficiencies and benchmarks in the normal progression of school.
- Teachers are responsible for following the guidelines included within this statement.
- Teachers will submit copies of their grading procedures/percentages to the principal or designee and to the appropriate instructional technologist.

- Teachers will enter a zero for any missed work in the gradebook and will change the grade only after completion of make-up work.
- Teachers are required to teach objectives in the Alabama Courses of Study.
- It is the responsibility of the teacher to help students achieve. Extra credit points may not be given. Points may not be used as rewards or punishments for non-academic behavior.

Parent

- Parents have the responsibility to require their child to complete class work and homework.
- Parents have the responsibility to encourage their child to exhibit qualities that comprise a successful student (i.e. punctuality, responsibility, honesty, etc.)

Student

- Each student must achieve mastery of course content and retain the fundamental knowledge learned.
- Students, who have not mastered course content, must participate in system programs offered to assist with required mastery.

ALL FORMS ARE AVAILABLE IN THE LOCAL SCHOOL OFFICE
AND SUPERINTENDENT'S OFFICE

The Eufaula City Schools Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Dr. Elizabeth Long
Special Education Coordinator
333 State Docks Road
Eufaula, Alabama 36027
334.687.1100

Mr. Patrick J. Brannan, Jr.
Superintendent
333 State Docks Road
Eufaula, Alabama 36027
334.687.1100