

Pike County
Board of Education

POLICY MANUAL

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February 2009

PIKE COUNTY BOARD OF EDUCATION

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APPENDIX A

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SYSTEM PHILOSOPHY AND MISSION

1.10

The mission of the Pike County School System is to develop individuals who will possess the knowledge, skills, and values essential to become productive citizens.

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

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-3-16 et seq

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: _FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

SYSTEM LEGAL STATUS

1.12

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

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

The corporate name of this school system shall be the Pike County Board of Education, and it conducts its business at 101 West Love Street, Troy, Alabama 36081.

STATUTORY AUTHORITY:

**ALABAMA CONSTITUTION OF 1901,
AMENDMENT 111**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8**

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

SCOPE OF THE SCHOOL SYSTEM

2.10

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30; AL CONSTITUTION OF

1901, §256, AMENDMENT 111

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: OCTOBER 11, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GEJ

QUALIFICATIONS OF BOARD MEMBERS

2.11

Many desirable characteristics are needed to be a Pike County Board of Education member, such as a willingness to give time and effort; a belief in the spirit and need for public education; the ability to motivate other people; the capacity to understand people; the insight which is needed to work as a part of a cooperative body; and a devotion to the concept of a better society through education.

The following qualifications are legally required to become one of the members of the Pike County Board of Education elected to serve six (6)-year terms.

- I. The individual must be a resident of Pike County, Alabama and must reside in the district he/she serves.
- II. The individual shall not be employed by the Pike County School System.
- III. The individual shall not hold by election or appointment another public office.
- IV. The individual shall not be serving on the board of a private school or college.
- V. The individual shall be considered to be of good character.
- VI. The individual shall hold a high school diploma or equivalent.
- VII. The individual shall not be a registered sex offender or convicted felon.
- V. The individual shall not have direct or indirect financial or contractual interest in Pike County Board of Education business matters.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-4-14.1

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-14.1; 290-1-5

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JUNE 22, 1987

REVISION DATE(S): FEBRUARY 16, 2009

JANUARY 17, 2013

FORMERLY: ABC, ABCB

BOARD ORIENTATION, TRAINING AND EVALUATION 2.12

Pike Board of Education members will pursue ongoing training to develop and enhance their knowledge and effectiveness as Board members and to improve Board governance and operations. Training will include participation in:

- a. Orientation for newly elected or appointed Board members;
- b. Training or consulting workshop for the local Board as a whole;
- c. State or national school board association event addressing Board governance or operation, or other Board member development opportunities relating to leadership development, Board governance, or Board operations.
- d. Orientation and annual training for School Board members will be completed by members in accordance with requirements established by the Alabama School Board Governance Act of 2012.

The Board recommends the requirements of this policy be satisfied by participation in training provided by the Alabama Association of School Boards or other sources considered knowledgeable in school board governance and leadership and approved by the Board. Board members will provide a report to the Board about training experiences at the next available Board meeting.

The Superintendent shall include an amount in each proposed annual budget to cover expenses to support the participation of the Board in activities and programs conducted by the State and other organizations as the Board chooses. Board member travel outside of the State of Alabama must be approved in advance by the Pike County Board of Education in order for a member to receive reimbursement.

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

The Board may conduct an annual evaluation that includes development of a list of recommended improvements in knowledge and skills of Board members.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30; 16-1-14.1

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-6, 16-8-8, LEGISLATIVE ACTS

2009-229, 2009-297, 290-1-5

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

ADOPTED: JUNE 22, 1987

REVISION DATE(S): FEBRUARY 16, 2009

JANUARY 17, 2012

FORMERLY: BBBB

TERMS OF BOARD MEMBERS

2.13

Members of the Pike County Board of Education shall be elected for six (6) year terms by the qualified electors of Pike County. Members of the Board shall hold office until their successors have been elected and qualified. Terms of office shall be staggered, so that not more than two (2) new members will be elected at any one time.

Vacancies of Pike County Board of Education positions shall be filled according to legal procedures including:

I. Filling of an Unexpired Term

- A. In the event a vacancy occurs in the office of members of the Pike County Board of Education, the vacancy shall be filled by appointment by a majority of the remaining members of the Board and the appointee shall serve for the unexpired term.
- B. In the event the vacancy is not filled by the remaining members of the Board within thirty (30) days, the State Superintendent of Education shall fill such vacancy by appointment.
- C. The Pike County Superintendent shall notify the State Superintendent of Education when a vacancy in the office of a member of the Board has not been filled within thirty (30) days.

II. Resignation of Board Members

- A. Pike County Board of Education members may submit resignations at any time during their term of office. Such resignations are subject to Board approval.
- B. In the event a Board member chooses to resign, a written statement of resignation should be submitted to the Pike County Board of Education as far in advance of the effective date of resignation as possible.
- C. Board members shall be considered resigned when they permanently establish their residence outside the district they were elected to represent, outside the area served by the Pike County School System, outside Pike County, or become an employee of the Pike County Board of Education.

III. Removal from office

- A. Members of the Pike County Board of Education are officers of the State and may be removed from office only through impeachment proceedings in Circuit Court or other court of like jurisdiction as stipulated in the Alabama Constitution of 1901.
- B. Causes for impeachment of any Board member shall be those applicable to all public officers, namely:

- 1. willful neglect of duty;

2. corruption in office;
3. incompetence;
4. intemperance in the use of intoxicating liquors or narcotics to such an extent that it renders the officer unfit to discharge duties of the office;
or
5. any offense involving moral turpitude while in office, or connected therewith.

C. In accordance with Alabama School Board Governance Improvement Act of 2012, members of the School Board may be sanctioned for failure to meet training and attendance requirements, neglect of duty or willful misconduct. Sanctions may include:

1. Formal censure or reprimand by the State Board of Education
2. Disqualification from future School Board service

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30; ALABAMA CONSTITUTION OF 1901

Article VII, §173-175

16-1-14.1

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-1, 16-8-2, 16-8-6, 36-11-1 through -6

290-1-5

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JUNE 22, 1987

REVISION DATE(S): FEBRUARY 16, 2009

JANUARY 17, 2013

FORMERLY: BBBB; ABCDA; ABCE; ABCF

**CERTIFICATE OF
AFFIRMATION OF SCHOOL BOARD MEMBER**

As required by the **School Board Governance Improvement Act of 2012**, I do hereby affirm all of the following principals of educational governance:

1. That each decision, action and vote I take or make as a member of the school board shall be based solely on the needs and interests of students or the system.
2. That I will take or make no decision, action or vote to serve or promote my personal, political, or pecuniary interests.
3. That each decision, action and vote I take or make shall be based on the educational interests of the school system as a whole.
4. That I will consider the views of all members of the board and the superintendent before making a decision or taking an action on any measure or proposal before the board.
5. That, except to the extent otherwise provided by law, I shall take formal action only upon written recommendation of and in consultation with the superintendent, and that I may not individually or jointly attempt to direct or corrupt the operations of the school system in a manner inconsistent with the discharge of the statutory functions and responsibilities of the superintendent.
6. That I shall actively promote public support for the school system and a sound statewide system of public education, and shall endorse ideas, initiatives and programs that are designed to improve the quality of public education for all students.
7. That I shall attend scheduled meetings and actively participate in school system functions, activities and training programs that promote quality boardsmanship unless good cause is shown.

Affirmed on this _____ day or _____, 20_____

By: _____(Signature)

_____(Print Name)

_____Board of Education

BOARD RESPONSIBILITIES AND AUTHORITY 2.20

- I. The Pike County Board of Education is responsible for the organization and control of the public schools of the system and is empowered to determine the policies necessary for the effective operation and general improvement of the school system. The Board is a public corporate entity and may take action only when the Board is meeting in official public session and a quorum is present. The Pike County Board of Education shall limit its action to establishing policy and to meeting the requirements prescribed by federal and state law and rules of the State Board of Education. Individual members of the Pike County Board of Education have authority to take official action only when sitting as a member of the Board in public session, except when the Board specifically authorizes the member to act. The Pike County Board of Education shall not be bound in any way by any action on the part of an individual Board member or an employee, except when such statement or action is in compliance with the public action of the Pike County Board of Education.
- II. CONDUCT OF THE BOARD AS A WHOLE/BOARD DUTIES AND RESPONSIBILITIES
 - A. 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.
 - B. Honor the superintendent's authority for the day-to-day administration of the school system so long as the superintendent acts in accordance with local, state and federal policy, regulations, and statutes; and abides by the provisions of his/her employment contract.
 - C. In concert with the superintendent, regularly and systematically communicate board actions and decisions to students, staff, and the community.
 - D. Review and evaluate the effectiveness of policies and programs to improve system performance.
 - E. 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.
 - F. To approve policies relating to the operation of the public schools;
 - G. To adopt a calendar of school events for each ensuing year, which shall be distributed to the teachers and others as deemed necessary;

- H. To adopt the annual budget and approve expenditures of funds as recommended by the Superintendent;
- I. To monitor the financial status of the system;
- J. With exception of the CSFO, to appoint principals and other Pike County School System employees upon the written recommendation of the Superintendent;
- K. To determine or approve salary schedules and other personnel policies;
- L. To consider reports of the Superintendent on the progress of the schools and advise him/her on recommended changes in education programs;
- M. To adopt plans for structural improvements and construction of new facilities and determine the means of finance them; and
- N. To inform the citizens of the community and the Legislature of the needs of the school.

III. CONDUCT OF INDIVIDUALS

- A. Attends and participates in regularly scheduled and called board meetings.
- B. Reads and prepares in advance to discuss issues to be considered on the board agenda.
- C. Recognizes that the authority of the board rests only with the board as a whole and not with individual board members.
- D. 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.
- E. Renders all decisions based on available facts by exercising independent judgment instead of the opinion of individuals or special interest groups.
- F. Works with other board members and the superintendent to establish effective policies to further the educational goals of the school system.
- G. Makes decisions on policy matters only after full consideration at public board meetings.
- H. Complies with the requirements of the School Board Governance Improvement Act.
- I. Communicates in a respectful, professional manner with and about fellow board members and the superintendent.

- J. Takes no action that will compromise the board or school system administration.
- K. 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.
- L. Informs the superintendent and fellow board members of business relationships or personal relationships for any matter that will come before the board.
- M. Abstains from voting on or seeking to influence personnel or other actions involving family members or close associates or private interests.
- N. Communicates to the board and the superintendent public reaction to board policies and school programs.
- O. Advocates for the needs, resources, and interests of the public school students and the school system.
- P. Safeguards the confidentiality of nonpublic members.
- Q. Shows respect and courtesy to staff members.

IV. CONDUCT OF INDIVIDUALS AT BOARD MEETINGS

- A. 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.
- B. Take actions that reflect that the first and foremost concern is for the educational welfare of all students attending system schools.
- C. 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.
- D. Abide by and support all majority decisions of the board.
- E. Act on personnel recommendations of the superintendent in a timely manner, particularly when there are financial implications of such decisions.
- F. Approve operating budgets and budget amendments that are aligned with system goals and objectives and are fiscally responsible.
- G. Honor and protect the confidentiality of all discussions during executive session of the board.

V. AFFIRMATION OF SCHOOL BOARD MEMBERS

School Board members will sign the Certificate of Affirmation attached as part of this section of the Pike County Board of Education Policy manual as required by the School Board Governance Improvement Act of 2012.

- VI. The Pike County Board of Education may maintain membership in the Alabama Association of the School Boards.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

16-1-14.1

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

**16-1-24.1, 16-1-24.3, 16-1-33, 16-8-816-8-9, 16-8-11,
16-8-23, 16-8-25, 16-22-6, 16-8-28, 16-8-29, 16-8-30, 16-8-35, 16-8-42,
16-22-6, 16-22-14, 16-28-2.2, 16-28-12, 35-25-1, 35-25-5 through -8
16-1-14.1, 290-1-5**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JUNE 22, 1987

REVISION DATE(S): FEBRUARY 16, 2009

JANUARY 17, 2013

FORMERLY: BH; BBBA; BGA

ORGANIZATION AND OFFICERS OF THE BOARD

2.21

- I. The Pike County Board of Education shall elect, at its annual meeting in November of each year, one of its members as President and one as Vice-President. The President shall preside at all meetings of the Board and he/she shall call special meetings when circumstances require such meetings.
- II. The President shall sign, with the Superintendent, the minutes and other official documents which require the signature of the President. He/she shall perform other duties as prescribed by law or specified in the policies of the Pike County School System.
- III. The President shall preside at all School Board meetings, appoint committees, and perform such other duties as may be prescribed by law or by action of the School Board. The Vice-President shall preside in the absence of the President and shall perform such other duties of the President as required by circumstances.
- IV. If the President and Vice-President are absent from a meeting at which a quorum is present, the Board will elect an acting President.
- V. The Superintendent, as provided by law, shall be the secretary and executive officer of the School Board.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-4, 16-8-7

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JUNE 22, 1987

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: BB; BBA; BBAA

BOARD MEETINGS

2.22

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

I. Regular Pike County Board of Education meetings shall be established at the organizational meeting held in November. The regular meeting date may be changed by Board action at any previous meeting or at the direction of the Superintendent and/or Board President, provided that each member is notified. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.

II. Regular, special, and emergency meetings of the Pike County Board of Education shall be held in the regular Board meeting room.

Any regular or special meeting may be held at any other appropriate public place within the system by giving prior public notice.

III. Board members shall receive notice of each regularly scheduled Board meeting, including an unapproved agenda, at least seventy two (72) 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.

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

V. Any item to be placed on the agenda of a regular Pike County Board of Education meeting shall be submitted in writing to the Superintendent's office no later than four o'clock (4:00 p.m.) on the Wednesday preceding the regularly-scheduled board meeting. This rule shall not preclude the right of any citizen to address the Pike County Board of Education; however, except for good cause as provided herein, the Pike County Board of Education shall not take action on any substantive proposal until such matter has been formally placed on the Board agenda. Copies of the tentative agenda for regular meetings shall be made available prior to the scheduled meeting. Copies of the agenda for a special meeting shall be prepared.

Any citizen desiring to be placed on the agenda shall file with the Superintendent, by twelve o'clock (12:00) noon at least seven (7) working days prior to a meeting, a request to be placed thereon. Such request shall contain the following information:

A. The name and address of the person making the request;

- B. The organization or group, if any, represented;
- C. Content of the information to be presented - if written material is to be passed out, a copy of such material shall accompany the request;
- D. Specific action desired of the Pike County Board of Education.

The Board may, by a majority vote, have an item placed on the agenda which did not meet the time deadlines.

If any information is to be presented in the form of a statement that might be considered derogatory or of a serious nature, such shall be presented in writing.

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

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

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

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

- IX. The official minutes of the Pike County Board of Education shall be kept as prescribed by Alabama statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.

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

- X. The Pike County Board of Education may vote in a legally called meeting and, upon approval of the majority of the whole Board, may hold executive sessions for specific purposes in accordance with the Alabama Open Meetings Law. All matters discussed by the Board in executive session shall be regarded as confidential by all persons in attendance and shall not be divulged to the public. No minutes shall be kept of executive session discussions. Nothing having the effect of regulation, policy or official action of any kind shall be decided in executive session.
- XI. There shall be no representation by proxy of any Pike County Board of Education member.
- XII. All Pike County Board of Education meetings shall be in accordance with the Alabama Open Meetings Act, including public notice concerning the time, date, and place.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-12-3, 16-13-140,

13A-14-2, 36-12-2, 41-13-1, 13-5-1, 16-8-3, 16-8-4

Alabama Open Meetings Act No. 2005-40

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JUNE 22, 1987

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: BC; BCA; BCAB; BCAC; BCB; BCBA; BCBB; BCBC;

11/7/2024, 8:14:47 AM

- 31 -

PIKE COUNTY

SCHOOL BOARD POLICY ADOPTION

2.23

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-30, 16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

BOARD MEMBER COMPENSATION

2.24

- I. Pike County Board of Education members are authorized to receive reasonable compensation for their services, not to exceed \$600 per month.
- II. The Pike County Board of Education shall set the level of compensation to be received by Board members upon a majority vote of the Board at its organizational meeting. Any increase in compensation approved by the Board shall take effect following the expiration of the next member's term of office.
- III. The compensation identified herein shall be in addition to actual travel expenses and other necessary, reasonable expenses incurred in attending meetings and transacting business of the Board.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-26

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: MARCH 13, 1997

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: BBBE

SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY

2.25

The Pike County Board of Education shall be responsible for school and student performance and for developing, approving, implementing, and maintaining a system of school improvement and education accountability pursuant to Alabama statutes and State Board of Education rules. The system shall establish the individual school as the unit for education accountability and shall conform with the provisions of planning and budgeting as required by Alabama statutes. School as used herein shall include each school-within-a-school, magnet school, self-contained educational alternative center, and satellite center.

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

- I. Each school within the system shall develop and present to the Superintendent, by the date set by the Superintendent, an individual school improvement plan for consideration by the Pike County Board of Education. The approved plan shall be implemented the next school year.
 - A. The plan shall be designed to achieve the state education goals and student performance standards and shall be based on a needs assessment conducted pursuant to data collection requirements in Alabama statutes.
 - B. The plan shall address school progress, goals, and indicators of student progress, strategies, and evaluation procedures, including adequate measures of individual student performance. Also included shall be specific school safety and discipline strategies.
 - C. The plan for each school shall be approved annually and shall be implemented as a new, amended, or continued school improvement plan.
 - D. The plan shall be developed by Pike County Board of Education employees in each school in conjunction with an advisory council.

- II. The system process for initial approval and subsequent annual approval of Pike County School System school improvement plans shall provide for each school improvement plan to be reviewed and approved or disapproved by the Pike County Board of Education.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-6B-3, 16-6B-7, 16-8-8, 16-11-9

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-1-.01

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

SPECIAL COMMITTEES OF THE SCHOOL BOARD

2.26

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JUNE 22, 1987

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: BBC

LEGAL COUNSEL

2.30

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

BOARD AND SUPERINTENDENT RELATIONS

2.31

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

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

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

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-9-12

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JUNE 22, 1987

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: BBD

BOARDSMANSHIP DEVELOPMENT

2.50

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

Orientation and annual training for School Board members will be completed by members in accordance with requirements established by the Alabama School Board Governance Act of 2012.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

16-1-14.1

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-6

290-1-5

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JUNE 22, 1987

REVISION DATE(S): FEBRUARY 16, 2009

JANUARY 17, 2013

FORMERLY: BBBB, BBBC

SUSPENSION OF POLICIES

2.60

All policies established at any time by the Pike County Board of Education pursuant to the Code of Alabama §16-8-8 are implemented with the expectation that they will apply under routine circumstances. No policy is intended to restrict the Board's general authority under §16-8-4 to exercise all powers necessary and proper for the administration and management of the schools. Therefore, whenever in the Board's opinion it would be in the best interest of the system to suspend one or more policies, the Board may acknowledge that fact, suspend the application of the policies, and take whatever action it deems appropriate. Any such action taken by the Board under this policy shall not be a violation of any suspended policy, provided the minutes of the Board reflect the Board's determination that the best interest of the system justified the suspension of the policy.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-4, 16-8-8. 16-8-12.1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

ADMINISTRATIVE ORGANIZATION

3.10

The Superintendent shall prepare and submit for Board approval an organizational chart which shall serve as a guideline for organizing administrative responsibilities within the Pike County School System. A current organizational chart shall be attached to this document upon adoption by the Pike County Board of Education.

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

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

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-9-13, 16-12-3, 16-12-5, 16-12-15 THROUGH -21

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 21, 1987

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: CC, CD

CALENDAR, LENGTH OF SCHOOL DAY AND YEAR

3.12

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

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

1. School Day – shall not be less than six (6) hours, or 360 minutes, of actual teaching, exclusive of all recesses or intermission periods. Class periods shall be planned to allow for this amount of instructional time.
2. School Year – shall provide for at least the minimum number of days of classroom instruction as prescribed by the Alabama State Department of Education.

The daily schedule for beginning and closing times may vary from school to school, but must meet the guidelines as stated in the Plan of Excellence for Alabama's Public Schools and the Laws of Alabama Relating to Education.

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

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

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-1

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-1; 16-13-231

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(2)

HISTORY:

ADOPTED: JULY 21, 1987

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: IEGA

SUPERINTENDENT SELECTION

3.13

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

The Superintendent may delegate, with the approval of the Board, certain administrative authority and responsibilities to his/her staff and principals.

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

All personnel who work in the Pike County School System shall be responsible to the Superintendent.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-13A-3, 16-9-9, 16-9-10, 16-9-12, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 21, 1987

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: CE

QUALIFICATIONS OF SUPERINTENDENT

3.20

- I. The Superintendent of the Pike County Board of Education shall possess or demonstrate the following qualifications as minimum requirements:
 - A. Hold a Master's degree or higher from a recognized four-year college or university;
 - B. Work three (3) years of successful educational experience as a teacher, principal, supervisor or superintendent during the five (5) years immediately preceding his/her appointment;
 - C. Have no less than five (5) years of experience in public school work;
 - D. Have prior years' administrative experience, preferably a broad range of elementary and secondary experience;
 - E. Demonstrate ability in group dynamics and in working with people who have varying backgrounds and interests;
 - F. Show ability to view all aspects of issues and deal fairly when views differ from his/her own;
 - G. Demonstrate knowledge of school finance, school law, curriculum, and instruction;
 - H. Show ability to delegate authority;
 - I. Hold a current valid Alabama certificate in administration and supervision;
 - J. Possess good character, high moral standing and integrity;
 - K. Exemplify any other qualifications that the Board deems necessary and proper.
- II. Any candidate selected must satisfactorily complete the State Department of Education's training on school finance, education law and curriculum/instruction.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-38, 16-8-8, 16-12-2

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 21, 1987

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: CEA

CONTRACT OF SUPERINTENDENT

3.21

- I. The Pike County Board of Education shall contract with the duly selected Superintendent, subject to such conditions and limitations as are prescribed by law or by contract with the Board. The Superintendent shall be evaluated as prescribed by the Board and according to legislative acts and regulations of the State Department of Education.
- II. The Board shall determine the salary, additional benefits, vacation entitlement and other leave of the Superintendent.

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

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30, 16-25-1, 16-25-3

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-13A-3, 16-9-9, 16-9-10

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 21, 1987

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: CEE

RESPONSIBILITIES OF SUPERINTENDENT

3.22

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-9-13 THROUGH -33, 16-12-3, 36-5-1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JUNE 22, 1987

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: CEB

OPENING AND CLOSING OF SCHOOLS

3.24

The time set for the opening and closing of the schools of the Pike County School System are thirty (30) minutes prior to the time students are to report to homeroom/first class and fifteen (15) minutes after the last class period each day. Between these times and throughout the school day, school personnel will be on duty and available to supervise care for students. However, School System personnel should not and are not expected to assume responsibility for students whose parents permit their child(ren) to arrive at school before the time noted above and/or to remain at school after the time noted above. By presentation of this policy, the Board hereby notifies parent/guardians that school personnel are not available to assume responsibility for students who arrive on a school campus before and remain after the times noted above, except that school personnel shall be on duty to assume responsibility for students transported via School System-owned buses.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-1, 16-8-8, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

CARE OF STUDENTS BEFORE AND AFTER SCHOOL 3.24.1

Parents' Responsibilities

Parents/guardians are expected to take responsibility for seeing that their child arrives before the beginning of school and is picked up after the end of school within the time frames noted above. If for any reason parents are not able to comply with the times noted, a conference should be scheduled with the principal to discuss the matter.

Students Not Picked Up Promptly After School

Due to the necessity of having to supervise students closely and the fact that teachers and other school personnel have many responsibilities after the regular school day, parents/guardians must assume the responsibility for picking up their child(ren) promptly after the school day ends. In situations where parents do not abide by the school dismissal schedule and fail to pick up their child(ren) within the specified time frame, the following procedure will be used to insure compliance:

1. On the first occurrence, the principal will contact the parent/guardian by telephone to discuss and attempt to resolve the matter.
2. On the second occurrence, the principal will write a letter to the parent/guardian outlining the requirements of this policy, including the provisions outlined in item 3 below.
3. On the third occurrence, the principal will assume the responsibility for arranging a required conference with the parent/guardian, Superintendent or designee, and himself/herself to determine the disposition of the matter.
4. The principal has the authority to contact the Department of Human Resources and to instigate neglect charges against the parent(s)/guardian(s), provided the parent/guardian fails to comply with these procedures.

Before and After-School Supervision Plan

Each school principal is required to develop a written plan for supervising students who arrive prior to the time set for the opening of school and for students who remain after the time set for the closing of school. Such plan should incorporate the following minimal requirements:

1. The plan should be written.
2. The plan shall direct students arriving early to report immediately to a designated room/location/site, etc. The room/location/site should be properly supervised by an appropriate number of staff members.
3. The plan shall direct students remaining on the school premises after school closes for any extended length of time to report to a designated room/location/site, etc.

4. The room/location/site shall be supervised by an appropriate number of staff members.

Notification

School principals are hereby directed to give notice to the parents/guardians of all students in their respective school of the content and intent of this policy. The notification shall be given in written form (newsletters, student handbooks, newspaper articles, etc.) at the beginning of each school year.

Care of Students after School-Sponsored Events

The schools of the Pike County School System offer a variety of after-school, extra-curricular activities, which contribute greatly to the total educational experiences of students. Students' involvement in such activities contributes to their physical, mental, social, and emotional growth and development. Events, such as plays, athletic contests, debates, scholars bowl, beauty contests, band presentations, choral groups, etc. are vital components of each school's curriculum. The Board supports and encourages such after school learning opportunities for students of the school system; however, the Board is also cognizant that such activities necessitate additional work and time on the part of teachers, school administrators, and others to develop and conduct such meaningful extra-curricular events. While the Board encourages parents/guardians to contribute to such school-sponsored events from such programs, the Board further encourages parents/guardians to do their part in assisting school personnel by assuming responsibility for their child(ren) promptly after participating in or attending such activities.

Limits of Care: School System's Responsibility

The Board expects that school administrators will assign certified personnel to supervise and monitor before, during, and after all extra-curricular events sponsored by the schools of the school system in order to make every reasonable effort to protect the safety and well-being of students who must remain on school premises until picked up by their parents/guardians. Further, the Board expects that school administrators will announce to parents/guardians that they are expected to pick up their child(ren) promptly after such events in order to permit school personnel to return to their homes at reasonable hours. In an effort to assist school personnel with this important issue, the Board authorizes school administrators to operate in accordance with the following guidelines:

Events for Which a Price is Charged:

1. For price-paying participants, school personnel shall be responsible for supervising up to and through the end of the activity.
2. For student participants in an event requiring a price for admission, school personnel shall be responsible for supervising the student participants for not more than thirty (30) minutes after the conclusion of the activity.

Events for Which a Price is Not Charged:

1. School personnel shall be responsible for supervising students for not more than thirty (30) minutes after the conclusion of the activity.
2. Parents/guardians, whose child(ren) participates in after-school extra-curricular activities, are expected to take responsibility for seeing that their child(ren) is picked up promptly after the conclusion of such activities.

Students Not Picked Up Promptly After School-Sponsored Events

In situations where parents/guardians repeatedly fail to pick up their child(ren) promptly following after-school, extra-curricular activities, the following procedure will be used to insure compliance:

1. On the first occurrence, the principal will contact the parent/guardian by telephone to discuss and attempt to resolve the matter.
2. For children participating in the extra-curricular event, after the second occurrence, the principal will write a letter to the parent/guardian notifying him/her that the school will not assume responsibility for supervising his/her child(ren) after such activities.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-1, 16-8-8, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

EMERGENCIES

3.25

- I. In case of emergency, the Superintendent may close any school or all schools. The members of the Pike County Board of Education shall be informed of any event or condition which requires the closing of any school(s) of the system.
- II. In the event of a declared state of emergency, control of pupils shall be retained by school personnel until pupils are released from school or in the case of transported pupils, until the students depart from the school bus.
- III. In cases of emergency, local school and system safety plans will be activated.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

RESPONSIBILITIES OF PRINCIPALS

3.30

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-24B-4

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 21, 1987

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: CD

ROLE OF THE ASSISTANT PRINCIPAL

3.31

The role of the assistant principal at each public K-12 school shall include assisting the principal with administration and enforcement of board policy and all applicable laws, to provide management, safety, security, and any other duties assigned including, but not limited to student discipline, instruction pursuant to subsection (b). For purposes of this section, the term assistant principal refers to any school administrator who report directly to the principal and is charged with assisting the principal in the overall administration of a school. To fully implement the provisions of this chapter, the State Board of Education shall require each local board of education to develop a written policy on student discipline and behavior and to broadly disseminate the policy following its adoption. Copies of the student discipline and behavior policy shall be given to all teachers, staff, parents, and students.

STATUTORY AUTHORITY:

CODE OF ALABAMA

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

2024-296

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JUNE 17, 2024

SAFE AND SECURE SCHOOLS

3.40

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

III. Safety – Emergency Plans

- A. The Superintendent shall develop and present to the Pike County Board of Education for review and approval, appropriate school emergency management and preparedness plans.
- B. The Superintendent shall establish a uniform format for the development of the schools' emergency management and preparedness plans.
- C. Each Pike County school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Alabama law, State Board of Education rules, and other applicable regulations.

IV. Safety – Procedures

- A. School alarms shall be monitored, and malfunctions shall be reported for immediate repair.
- B. A safety program shall be established.
- C. Emergency evacuation drills (fire, bomb threat, terrorist, tornado, other disaster, and school bus) shall be held in compliance with state requirements. Each Pike County School System principal, site administrator or transportation official is responsible for:
 - 1. Developing and posting emergency evacuation routes and procedures;
 - 2. Assigning and training staff members in specific responsibilities to ensure prompt, safe and orderly evacuation and re-entry; and
 - 3. Identifying and reporting hazardous areas requiring corrective measures.
 - 4. Implementing the school safety or site safety plan.

V. Safety – Violence Prevention

Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the Pike County School System.

VI. Security

- A. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.
- B. The principal shall conduct an annual review of each school's security provisions and submit a written report to the Superintendent or designee for submission to the Board for review.

- C. Each Pike County School's emergency plan shall include security provisions including emergency lockdown procedures.
- D. All doors and exits shall remain unlocked from the interior during school hours and shall meet the required codes.
- E. The Superintendent shall require that all state statutes regarding safety, security and discipline are carried out.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-24, 16-1-24.1, 16-6B-5, 16-8-8, 16-12-3, 36-19-10, 36-19-11

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JGFA

UNSAFE SCHOOL CHOICE OPTIONS

3.40.1

As stated in the Alabama Code:

1. Definitions: A transfer option school (TOS) in the state of Alabama is one in which for three consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words "transfer option school," "TOS," or "TOS school" shall mean a "persistently dangerous school" as those words are used in the No Child Left Behind Act of 2001, Public Law 107-110, Title IX, §9532(a) and (b). For the purpose of this definition, a "violent criminal offense" shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama (see §13A-6-1, et. seq., Code of Ala. 1975); and use of a handgun, firearm component, explosive, knife, and other "unknown weapons" as defined by the Student Incident Report (SIR). Education Chapter 290-3-1 **Supp. 12/31/18 3-1-3**
2. A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the Pike County Schools. The Pike County Schools shall notify the student's parent/guardian of the right to transfer as soon as practicable, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. All Pike County Schools transfer procedures will be observed. It shall be the policy of the Alabama State Department of Education (SDE) to notify the Pike County Schools annually when one or more of its schools have been identified as a transfer option school. Each Superintendent or his or her designee shall orally notify the Prevention and Support Services Section of the State Department of Education within twenty-four (24) hours of the decision that a violent criminal offense has occurred, followed by written confirmation. The State Department of Education will assist the Pike County Schools in resolving all safety issues. The Pike County Schools will:
 1. Notify parents/guardians of each student attending the school within ten (10) working days that it has been identified as a transfer option school and offer students the opportunity to transfer to a safe public school within the system if another school is available.
 2. Complete the transfer for those students who opt to do so within 20 working days.
 3. Develop a corrective action plan to be submitted to the SDE for approval within 20 working days of the receipt of status.
 4. Implement the corrective action plan.

STATUTORY AUTHORITY:

CODE OF ALABAMA

11/7/2024, 8:14:47 AM

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PIKE COUNTY

HISTORY:

ADOPTED: JULY 20, 2020

ADULT SEX OFFENDER

3.40.2

Pursuant to Alabama Code 1975, § 15-20A-17(a), the Superintendent in conjunction with local and county law enforcement, will monitor adult sex offenders within Pike County. The Pike County Board of Education prohibits convicted adult sex offenders from loitering in proximity to Pike County Schools' property, consistent with Ala. Code 1975, § 15-20A-17(a).

Loitering (Adult)

The defendant is charged with loitering as an adult sex offender.

A person commits the crime of loitering as an adult sex offender if he/she is an adult sex offender and, after having been convicted of a sex offense involving a minor, loiters on or within 500 feet of the property line of any property on which there is a school, childcare facility, playground, park, athletic field or facility, school bus stop, college or university, or any other business or facility having a principal purpose of caring for, educating, or entertaining minors.

To convict, the State must prove beyond a reasonable doubt each of the following elements:

- (1) The defendant was an adult sex offender;
- (2) The defendant had been convicted of a sex offense involving a minor;
- (3) The defendant loitered on or within 500 feet of the property line of a property on which there was a: [Read all appropriate]
 - (a) School;
 - (b) Childcare facility;
 - (c) Playground;
 - (d) Park;
 - (e) Athletic field or facility;
 - (f) School bus stop;
 - (g) College or university; (OR)
 - (h) Any other business or facility having a principal purpose of caring for, educating, or entertaining minors;
- (4) The defendant had first been asked to leave the prohibited location by a person authorized to exclude him/her from the premises; (AND)

(5) The defendant did so knowingly. An adult sex offender is a person convicted of a sex offense. [15-20A-4(1)] A sex offense includes any of the following offenses: [Insert all appropriate from 15-20A-5].

A conviction is a verdict or finding of guilt as the result of a trial, a plea of guilty, a plea of nolo contendere, or an Alford plea regardless of whether adjudication was withheld. Conviction includes, but is not limited to, a conviction in a United States territory, a conviction in a federal or military tribunal, including a court martial conducted by the Armed Forces of the United States, a conviction for an offense committed on an Indian reservation or other federal property, a conviction in any state of the United States or a conviction in a foreign country if the foreign country's judicial system is such that it satisfies minimum due process set forth in the guidelines under Section 111(5)(B) of Public Law 109-248. Cases on appeal are deemed convictions until reversed or overturned. [15-20A-4(4)]

A minor is a person who has not attained the age of 18. [15-20A-4(14)]

Loiter means to enter or remain on property while having no legitimate purpose or, if a legitimate purpose exists, remaining on that property beyond the time necessary to fulfill that purpose. [15-20A-17(a)(2)]

A school is a licensed or accredited public, private, or church school that offers instruction in grades K-12. The definition does not include a private residence in which students are taught by parents or tutors or any facility dedicated exclusively to the education of adults unless that facility has a childcare facility. [15-20A-4(23)]

A childcare facility is a licensed child daycare center, a licensed childcare facility, or any other childcare service that is exempt from licensing pursuant to Section 38-7-3, provided that the licensed child daycare center, licensed childcare facility, or any other childcare service and location are public record or have been provided to local law enforcement. [15-20A-4(3)]

Local law enforcement is the sheriff of the county and the chief of police if the location subject to registration is within the corporate limits of any municipality. [15-20A-4(13)]

A school bus stop is a location where a motor vehicle owned or operated by or on behalf of a public or private school stops on a regular basis for the purpose of transporting children to and from school. [15-20A-17(a)(3)]

An authorized person includes, but is not limited to, a law enforcement officer, security officer, an owner or manager of the premises, a principal, teacher, or school bus driver if the premises is a school, childcare facility, or bus stop, a coach, if the premises is an athletic field or facility, or any person designated with that authority. [15-20A-17(a)(2)]

A person acts knowingly with respect to conduct or to a circumstance described by a statute defining an offense he/she is aware that his/her conduct is of that nature or that the circumstance exists. [13A-2-2(2)]

STATUTORY AUTHORITY:

CODE OF ALABAMA

11/7/2024, 8:14:47 AM

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PIKE COUNTY

15-20A-17 (a) (1975)

HISTORY:

ADOPTED: OCTOBER 24, 2022

SUPERVISION OF LOW-RISK JUVENILE SEX OFFENDERS

3.41

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

Section 1. Definitions

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

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

Section 2. Notification

a) Current Students

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

b) Newly Enrolled Students

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

c) Students That Change Schools Within the District

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

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

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

d) School Staff Changes

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

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

Section 3. Plan Development and Maintenance

Upon proper notification from law enforcement, the Student's principal or designee will call together the anticipated Supervision Team to meet with the Student and/or the Student's parent or guardian to develop an appropriate Plan.

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

The terms of the Plan and any updates to it must be memorialized in writing and approved by the principal or designee before being distributed to the Student and the Student's parent or guardian, as well as the Supervisory team.

The principal or designees should meet with the Student, the Student's parent or guardian, and the Supervisory Team at least annually, but as often as deemed necessary by the principal or designee to assess the Student's status and to determine whether adjustments should be made to the Plan.

Section 4. Supervision

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

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

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

Section 5. Students with Disabilities

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

Section 6. Violations of the Plan

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

Section 7. Challenges to the Plan

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

Section 8. Confidentiality

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

Section 9. Retaliation

Members of the Supervision Team should make every effort to treat the Student with the same respect and courtesy to which every student is entitled. The Team is reminded that the Student has been deemed by the juvenile court as not likely to reoffend and should be

encouraged to fully integrate into the student body as a successful student. Mistreatment of any student may be cause for discipline.

Section 10. Procedures

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-51.1 (1975)

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

AL ACT NO. 2018-528

HISTORY:

ADOPTED: APRIL 15, 2019

ALCOHOL, ILLEGAL DRUGS AT SYSTEM ACTIVITIES 3.42

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

- I. Principals must notify local law enforcement when this policy has been violated.
- II. Students violating this policy will be suspended immediately.
- III. Any other person having purchased an admission ticket to a Pike County School System event shall forfeit his/her rights under this rule by having an alcoholic beverage/illegal drugs in his/her possession at the event or be under the influence of an intoxicating beverage or illegal drug.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-10, 16-1-24.1, 16-8-8, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JCDAB

PROHIBITION OF HARASSMENT

3.43

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

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

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications, *e.g.*, a person's body, clothes or sexual activity;
4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Display of sexually suggestive objects, pictures, or written materials;

7. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
 - B. Specific Prohibition - It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.
 - C. Procedures - Any student who alleges sexual harassment by an employee or another student should report the harassment to the building principal, assistant principal(s), guidance counselors or the school system's Title IX coordinator. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extracurricular activities, grade or any other assignments. The complaint should be in writing if possible, state the act or acts, state the date(s), state the names of witnesses, and be signed by the complainant.
 1. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
 2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.
 - D. Penalties - A substantiated charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.
- IV. Sexual Harassment by Employees – Definition – Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:
- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;
 - B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
 - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or student's educational performance, or creating an intimidating, hostile or offensive work or school environment.

- D. Examples of sexual harassment may include, but are not limited to, the following:
1. Verbal harassment or abuse of a sexual nature;
 2. Subtle pressure for sexual activity;
 3. Repeated remarks to a person with sexual or demeaning implications, *e.g.*, a person's body, clothes or sexual activity;
 4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
 6. Display of sexually suggestive objects, pictures, or written materials.
- E. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
- F. Any suspected child abuse shall be reported in accordance with state law.
- G. Specific Prohibition – Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation.
1. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
 2. It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to penalties.
 3. It is sexual harassment for a Pike County Board of Education employee to use his or her authority to solicit sexual favors or attention from students. Board employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
- H. Procedures – It is the responsibility of any employee to promptly report any occurrence of alleged sexual harassment. This policy on sexual harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of sexual harassment, that management will promptly investigate

all alleged incidents of sexual harassment, and appropriate corrective action will be taken. Complaints should be reported to the Superintendent or designee and should be in writing, state the act(s), state the date(s), state the name(s) of witnesses and be signed by the complainant.

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

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

- I. Penalties – An employee who has been found to sexually harass others or who falsely make allegations of sexual harassment will face disciplinary action by the Board, up to and including termination.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-12-3, 26-14-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: DECEMBER 11, 2000

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GAEK

POLICY PROHIBITING HARASSMENT

3.43.1

The policy of the Pike County Board of Education forbids discrimination against any student on the basis of race, color, creed, religion, ethnicity, gender, age, disability or national origin. No student shall engage in or be subjected to harassment/bullying, violence, threats of violence, or intimidation by any 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.

It shall be a violation of system policy for any student, teacher, administrator or other personnel of this school system to tolerate harassment/bullying because of a student's race, color, gender, religion, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the supervision of the Pike County Schools.

For the purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school system.

I. DEFINITIONS

- A. The term "harassment/bullying" as used in this policy means a continuous pattern of intentional behavior that takes place on or off school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or 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 II (B) below. To constitute harassment/bullying, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school, whether the conduct occurs on or off school property, online, or electronically.
 - 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 an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- C. The term “threat of violence” as used in this policy means an expression of the 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, benefits, 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 Pike County School System.

II. **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/bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student as identified in this policy.
- B. Violence, threats of violence, harassment/bullying, 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 gender
 - The student’s religion
 - The student’s national origin
 - The student’s disability.

III. **Reporting, Investigation, and Complaint Resolution Procedures**

- A. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor’s office. The complaint must be signed by the student alleging the violation or by the student’s parent or legal guardian and delivered to the principal or the principal’s designee either by mail or personal delivery. At the request of the complaining student or the student’s parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- B. Upon receipt of the complaint, the principal or the principal’s designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy.

If the principal or the principal designee determines that the complaint alleges serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonable prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonable calculated to prevent a recurrence of the violations(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 is 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, 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.

IV. **Enforcement**

Each principal has the responsibility of maintaining a work environment and/or educational environment free of harassment/bullying. Principals shall take appropriate actions to reinforce the school system's harassment/bullying policy. 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.

- a. Prompt removal of any offensive words, pictures, drawings, graffiti, and the like.
- b. Providing staff in-service.
- c. Providing student instruction about harassment/bullying.
- d. Taking appropriate disciplinary action when warranted.
- e. Copies of this policy shall be included in the Pike County Schools Student Code of Conduct

V. **Discipline/Consequences**

Any student who engages in the harassment/bullying of anyone on or off of school system property or at a school system activity will be subject to disciplinary action up to and including expulsion.

Any school system employee who engages in, assists, encourages, or permits harassment/bullying of any student may be subject to disciplinary action up to and including dismissal.

Any school system employee who receives a complaint of harassment/bullying from a student and who does not act promptly to forward that complaint to the principal and/or a central office administrator designated to receive notice of all harassment/bullying complaints may be disciplined.

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 Pike County Schools Web site www.pikecountyschools.com.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

ACT NO. 2009-571

STUDENT HARASSMENT

PREVENTION ACT

ACT NO. 2018-472

JAMARI TERRELL WILLIAMS

STUDENT BULLYING PREVENTION ACT

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: MARCH 2010

AMENDED TO REFLECT LEGISLATIVE CHANGES: 2018

EQUAL OPPORTUNITY

3.44

- I. No person shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school system except as provided by law.
- II. The Pike County Board of Education shall comply with the Americans with Disabilities Act of 1990 (ADA). This law makes it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his/her job with reasonable accommodations.
- III. Persons alleging such discrimination shall use the grievance procedure provided elsewhere in these policies as a remedy.
- IV. The Superintendent shall develop procedures to notify Pike County School System employees, applicants for employment, and other affected groups of the Equal Opportunity Policy.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-12-3, AMERICANS WITH DISABILITIES ACT OF 1990

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JAA

TOBACCO USE IN SYSTEM FACILITIES

3.45

The Pike County Board of Education prohibits the use or possession of tobacco in any form by students, faculty, support personnel, or any other person on school property under the control of the Pike County Board of Education. This includes a public school building, Pike County Board of Education Building, bus maintenance building, bus, campus, recreational area, athletic field, parking area or other area under the control of the Pike County Board of Education.

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

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

Pike County Board of Education employees found in violation of this policy are subject to disciplinary actions not limited to: reprimand, suspension pending a hearing, and termination of employment.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(1)(b)(2)

HISTORY:

ADOPTED: JANUARY 21, 2002

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JCDAB; GAMC

PUBLIC INFORMATION

3.50

- I. All records of the Pike County School System which constitute public records pursuant to state and federal law (including the Alabama Public Records Act) shall be available for inspection and/or copying at reasonable times during normal office hours of the Pike County School System office or other offices in which such records are maintained, provided that the requesting party complies with all rules, requirements, and policies of the System relating thereto. Certain records of the System are not public records. These include, but are not limited to, those involving sensitive personnel records, pending criminal investigations, recorded information received by a public officer in confidence, or other records the disclosure of which would be detrimental to the public's interest. See Policy 3.51 Copying of Public Records for additional policy relating to requirements for the copying of public records in the Pike County School System.
- II. The Superintendent shall:
 - A. Keep citizens adequately informed through all channels of communication on policies, programs, problems, and planning of the Pike County School System and instruct schools to carry out this policy through their efforts and the office of the Superintendent.
 - B. Seek input from community members.
 - C. Encourage Pike County School System staff to cooperate in keeping the public informed of newsworthy events which would be of interest or concern to citizens and which would promote the welfare of the school system, provided that any news release be approved by the principal or supervisor and that any adverse information of a serious nature or any release relating to the system as a whole be approved by the Superintendent.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-12-3, 36-12-40, 41-13-1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

COPYING OF PUBLIC RECORDS

3.51

Copies of Pike County School System public records may be obtained by making a request to the lawful custodian of the records by completing a request form provided by the System. Charges for copies of public records will be based upon a fee schedule set by the Superintendent and must be paid in full in advance. Copies shall be made by the appropriate staff members and reproduced at a time which does not interfere with the normal work duty. Generally, records will be provided within five (5) working days.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

FLAG DISPLAY AND PLEDGE

3.60

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-6B-2, 16-8-8, 16-43-1, 16-43-5

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: IKD

A PERIOD OF QUIET REFLECTION

3.61

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-20.4

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: IKD

SCHOOL VOLUNTEERS

3.70

The Pike County Board of Education recognizes that volunteers can make many valuable contributions to the schools and can be used as effective learning resources. Therefore, the Board endorses a volunteer program in the district, subject to suitable regulations and safeguards. These regulations and safeguards shall include volunteers operating within the written authorization of the Board and/or members of its administrative staff and under the supervision of Board employees. These regulations shall be developed and promulgated by the Superintendent or staff in cooperation with the faculty of each school.

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

1. The volunteer was acting in good faith and within the scope of such volunteer's official functions and duties, and
2. The damage or injury was not caused by willful or wanton misconduct by such volunteer.

Volunteers in school system programs that are outside the regular school day (i.e. athletics, clubs, sports, etc.) must be recommended by the Superintendent and approved by the Board.

Volunteers who assist in any school program who have unsupervised access to students must complete and clear required criminal background review prior to participation as a volunteer.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-11-9, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S):

FORMERLY: IFCD

COMMUNICABLE DISEASES and CONDITIONS

3.80

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

I. Communicable/Infectious Diseases or Conditions.

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

II. Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of bloodborne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The Superintendent's designee shall implement the precautions and investigate, correct, and report on instances of lapse.

III. Exposure Control Plan and Staff Development

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-22-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

ADOPTED: MAY 21, 2001

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JGCC

THE CURRICULUM

4.10

- I. The Pike County School System curriculum shall be determined by
 - A. Alabama statutes, State Board of Education rules, and the Pike County Board of Education.
 - B. Students' needs and interests;
 - C. Input from business and industry leaders;
 - D. Regular evaluation of curriculum effectiveness; and
- II. The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the system.
- III. The Superintendent shall designate appropriate staff members who are responsible for the development and coordination of the curriculum of the system.
- IV. The Superintendent shall cause to be developed and regularly updated a program of instruction for all grade levels.
- V. The right of an instructional staff member to present information of a controversial nature in conformity with Policy 4.31 is hereby recognized. The teacher shall not present controversial material or issues which are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions.
- VI. When dealing with political issues, the positions of all parties will be presented on a non-partisan basis.
- VII. The Superintendent shall recommend and the Board shall approve standards relating to graduation requirements, dual enrollment, promotion and retention, grading system and method of reporting.
- VIII. All course materials and verbal or visual instruction shall conform to the requisites and intent of state and federal constitutions and laws. All instructional materials, including teachers' manuals, films, tapes, electronic media, or other supplementary instructional material, shall be available for inspection by parents/guardians of the children engaged in such classes.
- IX. The Superintendent or designee shall develop procedures to ensure that all aspects of curriculum development are implemented.

- X. There shall be a systematic and comprehensive evaluation of the instructional program and all related areas.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-13, 16-1-16, 16-6B-2, 16-12-3, 16-12-5, 16-12-8 AND -9,

16-13-231, 16-35-1, 16-35-3, 16-35-5, 16-40-1, 16-40-1.1,

16-40-8, 16-40A-2, 3, 16-41-1-2, -3, AND -6, 16-41-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.01

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

SPECIAL EDUCATION

4.11

The Pike County Board of Education will provide educational and related services to students with disabilities, who qualify under state and federal guidelines. Such students are encouraged to take full advantage of or to respond to educational programs and opportunities due to a physical, mental, emotional, social, or learning disability, as determined by a multi-disciplinary team which reviews psychological, educational, and/or physical evaluation results provided by qualified specialists. Special education students include students with mental retardation, who are hearing impaired, speech or language impaired, visually impaired, emotionally disturbed, have orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities and students who are classified as gifted.

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-13-231, 16-39-1-6, 16-39-8 THROUGH -10, 16-39-31

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

ADOPTED: AUGUST 10, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: IDDF

AT-RISK PROGRAM

4.12

The Superintendent or designee shall develop, for the Pike County Board of Education's approval, a plan for at-risk students. Components of the plans for academically at-risk students may include, but are not limited to High Hopes grants/programs, Children's First, Title I, Title VI, Title IV Safe and Drug Free Schools programs, Building Based Student Support Teams (BBSST), Section 504 plans, and other state, federal, or local initiatives.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-12-3, 16-13-231

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

ADOPTED: SEPTEMBER 11, 1995

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JG, JF

HOMEWORK

4.13

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

I. Purpose of Homework

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

- A. Homework instruction shall be assigned for preparation, practice, extension, and creativity purposes.
- B. The preparation level shall include activities that reinforce concepts from previous lessons or which build background for future lessons.

II. Students' Responsibilities

- A. Students shall accept the responsibility of assignments missed--both in the classroom and homework. Students must accept the responsibility of knowing where textbooks, workbook, and/or notebooks are that will be needed for completing assignments.
- B. Arrangements for picking up homework shall be the responsibility of the student/parent/guardian.
- C. Students who have been absent from class one day/one period who has pre-assigned homework prior to the absence, shall be prepared to turn in those assignments upon returning to school.
- D. Students will be expected to assume the following responsibilities when homework is assigned:
 - i. Complete the assignment in the specified time periods.
 - ii. Return the assignment on time.
 - iii. Do the best work possible when completing assignments.

III. Teacher Responsibilities

Teachers will be expected to assume the following responsibilities

- A. Assign homework on a regular but reasonable basis, keeping in mind the nature of the assignment, the age of the student, and demands which may be placed on students by other teachers.
- B. Assign homework which is related to instructional activities.

- C. Grade/check the homework and return it to students on a timely basis.
- D. Utilize homework as part of student evaluation.
- E. Expect all students to complete assignments.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

ADOPTED: _FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JFEA

SUMMER PROGRAMS

4.14

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-9-13

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-(6)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JFH

SUPPLEMENTAL SCHOOL DONATIONS

4.15

Items to meet the instructional needs of Pike County School System students may be solicited from students and parents with such donations and fees to be known as "School Supplemental Instructional Donations and Fees," provided that any such solicitation has prior approval of the Superintendent.

- I. Communications to parents and students in any format must clearly indicate that the response to such solicitation on the part of any student or his/her parents/guardians shall be voluntary, and no sanctions shall be imposed against the student or embarrassment caused a student or his/her parents/guardians for failure or refusal to make a donation.
- II. The Superintendent shall develop and publish a system wide supply list for each grade. This supply list may not be altered without prior written approval of the Superintendent.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-13-13

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-3

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

STUDENT FEES, FINES AND CHARGES

4.16

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-10-6, 16-8-7, 16-13-13, 16-36-69, 16-39-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-2

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JFG; JHA; JHAA; JHB

DUAL ENROLLMENT (EXCLUDING GLOBAL STUDIES ACADEMY)

4.17

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

- I. Eligible Students. Students participating in a dual enrollment program shall pay normal tuition as required by the postsecondary institution and shall meet the following requirements:
 - A. Have a composite average of 85 as computed by averaging all completed core high school courses;
 - B. Have written approval of the student's Principal and Superintendent; and
 - C. Be in grade 11 or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student's Principal and Superintendent and in accordance with AAC §290-8-9-.17 regarding gifted and talented students.
 - D. Students enrolled in grades 11, or 12 who do not have an 85 average in completed high school core courses may be deemed eligible to participate in dual enrollment courses pending demonstrated ability to benefit as documented by successful completion and placement identification on assessments approved by the Department of Postsecondary Education. Students eligible under this section will be restricted to pursuing career technical and health-related courses. Students enrolled under this provision must have earned a "B" average in high school courses related to the occupational/technical studies, if applicable, which the student intends to pursue at the postsecondary level and have maintained an overall grade point average of 2.50. Students enrolled under this provision must have written approval of the student's principal and Superintendent.
- II. Course Offerings
 - A. The Superintendent or his/her designee will put into place necessary procedures, forms, etc. as needed to implement Dual Enrollment.
 - B. Postsecondary/college level remedial courses shall not meet the requirements of this program.

- C. Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the student's Principal, Superintendent, and the participating postsecondary institution.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(10)

HISTORY:

ADOPTED: JANUARY 13, 1994

REVISION DATE(S): AUGUST 12, 1997; FEBRUARY 16, 2009

FORMERLY: IDCE

EMPLOYMENT OF STUDENTS

4.18

Student employment during regular school hours is prohibited, except for seniors participating in school-sponsored programs that require out-of-school employment as part of the learning experience (i.e., Career Technical Cooperative Education Programs, and programs associated with the Alabama Occupational Diploma or a special education student's IEP requirements.)

Pike County Board of Education authorizes the Superintendent to designate school system personnel to administer and establish procedures for implementing this policy.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-3-18, 16-37-4 and 5, 25-8-4, 25-8-16,

LEGISLATIVE ACT 87-675

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

ADOPTED: JANUARY 20, 1997

REVISION DATE(S): FEBRUARY 16, 2009; SEPTEMBER 14, 2009

FORMERLY: JJ, JJC

CLASSROOM INSTRUCTIONAL SUPPORT FUNDS

4.20

- I. The distribution of funds for classroom instructional support materials shall be based on projected enrollment, available funds, and Alabama statutes and shall include library enhancement, classroom materials and supplies, professional development, technology, and other classroom instructional support approved by the State Board of Education.
- II. Each Pike County School System school shall form a committee to develop a budget for library enhancement, classroom materials and supplies, professional development, technology and any other classroom instructional support funds allocated to the school.
 - A. The composition and procedures used by such committee will follow Alabama statutes and guidelines.
 - B. The proposed budget shall outline common purchases, specify the common items which may be purchased and designate a specific allotment per teacher.
 - C. The proposed budget will be consistent with the plans developed for the school and the Pike County School System.
 - D. The proposed budget will be completed within sixty (60) days of the opening of school or when the Superintendent is notified of an approved system budget for the current school year.
- III. All funds must be spent on classroom instructional support purposes consistent with system and state rules; funds may be spent on instructional and electrical equipment used in the classroom with students.
- IV. Funds should be made available to each teacher before December 1. Unused funds will revert to the local school system and/or state.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-8.1, 16-8-8, 16-36-61, 16-36-62, 16-36-68 THROUGH -70, 16-39-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5

HISTORY:

ADOPTED: SEPTEMBER 11, 1995

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: IFAA; DM

INSTRUCTIONAL MATERIALS AND TEXTBOOK MANAGEMENT

4.21

The Board shall approve all textbooks used in the Pike County School System. Local textbook committees shall be appointed by the Pike County Board of Education upon recommendation by the Superintendent.

The number, size, and composition, which shall include parents, of the committees shall be determined by the Board. The name of each person serving on local textbook committee(s) shall be kept on file by the Superintendent. The textbook committee(s) of the Pike County School System and the Central Office personnel designated by the Superintendent shall endeavor to ensure that the selection and adoption of textbooks for use within the school system shall be in accordance with applicable provisions of Alabama law.

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

- I. As it relates to the ACT #2024-35, parents and guardians of enrolled students have right to be informed on all Board adopted textbooks and supplemental materials.
 - A. All adopted textbooks shall be posted in Parent Section on the district/school website within the first 30 calendar days of the beginning of each school year and a newly adopted or revised curriculum shall be 30 days after adoption or revision.
 - B. A request may be made by the parent or guardian of an enrolled student to receive a list of adopted and unadopted supplemental materials used in the classroom. If a teacher fails to provide the list, the parent or guardian may file a complaint with the Superintendent. If the complaint is not resolved by the Superintendent within 10 days of submission, then parent or guardian may file a complaint with the State Superintendent of Education. (Parents will need to request a complaint form to be submitted to the State Superintendent of Education from the local school board office.)
 - C. If a parent or guardian would like further information regarding how the instructional materials relate to the content standards adopted by the State Board of Education or to physically examine any instructional materials used in the classroom, the parent or guardian may request that the local board of education allow that examination at the next work session of the board. The board will notify the parent or guardian and the teacher of the issues involved and the date and time of the next work session.
- II. Parents or guardians of an enrolled student may make an electronic complaint relating to adopted textbook and/or adopted supplemental materials. The Complaint Form is located on Pike County Districts' portal page in the Parent Section.
- III. Any complaint filed by a parent, or a guardian is an educational record of the student on whose behalf the complaint was filed and shall not be released or viewed; except

as provided in this section and where the release or viewing is otherwise consistent with federal Family Educational Rights and Privacy Act of 1974 and state law.

- IV. On or before September 1, the Superintendent shall report the number of complaints filed from the previous year to the State Superintendent of Education.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S)IMPLEMENTED:

CODE OF ALABAMA

16-36-4 to19; 4-16-98,

AL ACT #98-320 (House Bill H-230)

AL ACT #2024-35 (Senate Bill-48)

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-3-.01

HISTORY:

ADOPTED: SEPTEMBER 11, 1995

REVISION DATE(S): FEBRUARY 16, 2009

NOVEMBER 4, 2024

FORMERLY: IFAAA

LIBRARY MEDIA CENTERS

4.22

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

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

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

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

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

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-9, 16-21-1 TO 3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: IFBD

LIBRARY ENHANCEMENT MATERIALS SELECTION

4.23

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-8.1, 16-8-8, 16-21-1 TO -3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

CHALLENGED MATERIALS

4.30

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

- I. School/community citizens may register their concerns with the principal of the school where material is being challenged.
- II. All concerns shall be presented in writing to the school principal. The statement shall include the following information:
 - A. Request initiated by- list the name. (Student, Parent, Parent Group) If a parent group, list all parents in the group).
 - B. Method of Contact- Address and Telephone Number
 - C. Type of material challenged (Book, Video, etc....)
 - D. Author, Compiler, or editor
 - E. Publisher
 - F. Title
 - G. Reason for Objection
 - H. Include if you have read the book/watched video in its entirety.
 - I. Cite the page number or the time frame in video of each challenged item in the material.
 - J. Include the date and signature of the person completing this challenge.
- III. These procedures shall be followed for Pike County School System school-level reviews:
 - A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal shall notify the Superintendent or his/her designee when a committee is convened.
 - B. Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
 - C. Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
 - D. The complainant shall be informed in writing concerning the committee's recommendations.
- IV. These procedures shall be appropriate for system-level appeals/**reconsiderations** and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal.
 - A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the Superintendent to review the appeal, to evaluate the challenged materials and to make recommendations of any changes. A committee member shall not be selected from the school where the challenged materials originated.
 - B. The Superintendent shall designate a member of his/her staff to be responsible for the organization of this review committee according to School Board policies.

- C. The committee's review shall be treated objectively and in a business-like manner and shall be conducted in the best interests of students, the schools, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
- D. The committee's recommendations shall be submitted to the Superintendent.
- E. The complainant shall be informed, in writing, after the committee's recommendation is received by the Superintendent.
- F. An appeal to the Pike County Board of Education may be requested by the complainant when the school and system-level appeals do not satisfactorily resolve the concerns. The Board shall review recommendations of the school and system-level committees and shall render the final decision on the complainant's concern.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-21-2

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): NOVEMBER 4, 2024

FORMERLY: NEW

CONTROVERSIAL ISSUES

4.31

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

- I. Teachers shall adapt the study of controversial issues to the age, maturity and academic background of pupils.
- II. Teachers shall place major emphasis on **HOW** to think rather than **WHAT** to think.
- III. Pupils shall have access, insofar as possible, to all materials that are relevant and educationally significant to the issues at hand.
- IV. Pupils shall have the opportunity to express their opinions within the limits of decency, good will and respect for the opinions of others.
- V. Teachers shall teach pupils the principles and techniques of the scientific method and shall provide opportunities for practice in applying established facts to specific problems.
- VI. Teachers shall seek to develop in pupils the ideals of truth and honesty.
- VII. Teachers shall seek to create an atmosphere in which differences of opinion can be voiced without fear or hostility but with mutual respect for all viewpoints.
- VIII. Teachers shall seek to develop in pupils a sense of responsibility for their beliefs, opinions and attitudes and shall encourage pupils to base same on research, tested experience and knowledge as recorded in our cultural heritage.
- IX. Teachers shall encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined and checked for accuracy.
- X. Teachers shall take a neutral position in the classroom during the discussion of controversial issues.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-9-21

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

ANIMALS ON SCHOOL PREMISES

4.33

The purpose of the Pike County Board of Education Animals on School Premise policy is to allow animals in the classroom while providing for the health and safety of school staff, students and animals. The policy identifies five (5) categories of animals and the procedures to be followed in order to bring animals on school premises. It specifies conditions under which animals must be removed from school premises.

CATEGORY	PROCEDURES
Animals Used in Educational Presentations (single event)	<ul style="list-style-type: none">• Faculty/Staff member secures the approval of the principal prior to the event/presentation by following the steps described below: <ol style="list-style-type: none">1. Identify the instructional purpose or social/emotional objective of the presentation/event2. Provide statement of animal health and temperament or verify that the animal is part of a presentation conducted by an experienced animal handler who engages in demonstrations in a school setting on a regular basis3. Obtain principal's/designee's approval to proceed.4. Notify parents of upcoming presentation5. Provide modifications for students who have animal fears or allergies6. Obtain principal's final approval in writing

<p>Cold Blooded Animals Not Handled by Children (for 1 semester, renewable)</p> <p>and/or</p> <p>Classroom Animals (for 1 semester, renewable)</p>	<ul style="list-style-type: none"> • Faculty/Staff member secures the approval of the principal prior to the event/presentation by following the steps described below: <ol style="list-style-type: none"> 1. Identify instructional purpose or social/emotional objective 2. Provide statement of animal health and temperament or verify that animal is provided by a certified program or agency 3. Obtain principal's signature of approval to proceed to next steps 4. Notify parents of proposed presence of animal 5. Provide modifications for students who have animal fears or allergies 6. Obtain principal's final signature of approval • Faculty/Staff member follows established Health Department/standard precautions procedures for cleaning and disinfecting sinks, cages and surfaces.
<p>Animals Excluded from School or Classroom Use</p>	<ul style="list-style-type: none"> • Poisonous, venomous animals • Family pets unless all policy requirements are met • Dead animals used for study or dissection which are not preserved and prepared and sold for this purpose by commercial vendors.
<p>Animals Exempt from Compliance With Policy</p>	<ul style="list-style-type: none"> • Trained and certified service animals supporting individuals with disabilities • Animals used in K-8 Science Curriculum • Invertebrates used in Grades 9-12 Science Curriculum

Conditions requiring removal of an animal from school premises:

Injury: Any animal that causes injury to staff or students must be immediately isolated and removed from the school premises until the situation is resolved. An

Injury Report must be completed and the appropriate medical care must be administered.

Health Issue: If a student or staff member has an allergic reaction or other health problem because of the presence of an animal, the animal must be immediately removed from the classroom/workspace of the affected individual and removed from school premises until the situation is resolved.

Aggression: Any animal that behaves aggressively must be immediately isolated and removed from the school premises.

Animals may not be transported to and/or from school on school buses or via any other transportation provided by the school district.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-9-21,

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

PUBLIC APPEARANCE OF SCHOOL GROUPS 4.42

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

FIELD TRIPS

4.43

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

- I. All local and in-state field trips, including travel associated with athletic contests, must be approved in advance by the school principal with prior notification given the Superintendent. Notification of such travel must be received by the Superintendent at least seven (7) days prior to the anticipated travel date.
- II. All out-of-state and overnight field trips, including travel associated with athletic contests, must be approved in advance by the principal, the Superintendent, and the Board. Requests for out-of-state and overnight travel must be submitted to the Superintendent at least thirty (30) days prior to the anticipated travel date.
- III. Requests for approval of all field trips, including travel associated with athletic contests, must be submitted on School System Field Trip Request Forms. Upon approval of any field trip, the school principal shall be responsible for notifying the Superintendent through the submission of a copy of an approved School System Field Trip Request Form. Such notification shall be made at least seven (7) days in advance of the expected travel date for local and in-state field trips with a thirty (30) day advanced notification required for out-of-state and/or overnight field trips.
- IV. Before any trip as noted above is taken, a completed and signed School System Parental Permission Form shall be secured from each student planning to go on the field trip. Students who have not submitted a signed Parental Permission Form shall not be allowed to take the trip. Students participating in a series of trips, such as football, basketball, etc., may submit one Parental Permission Form to cover all trips associated with the activity.
- V. Field Trip Transportation Using School System or Common Carriers: In order to reduce the costs of field trips for students, Pike County School System buses shall be used for local field trips when possible. Privately owned buses/common carriers may be used for trips extending beyond the normal school day based on prior approval by the Superintendent. Approval for the use of privately owned buses/common carriers must be secured from the principal prior to discussions of the trip with students. Private buses/common carriers will be used only when School System buses are unavailable or impractical. When School System buses are used, the following provisions will apply:

- A. Field trip buses, when available, shall be operated according to terms and conditions that apply specifically to such buses. Reservations must be made through the principal or designee with the teacher/sponsor preparing the Field Trip Request Form for approval by the principal.
- B. At least one teacher or principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.
- C. All field trip bus passengers must be enrolled in school, be an employee of the School System, or be designated as chaperone by the field trip sponsor and approved by the school principal.
- D. The principal of each school is responsible for scheduling such trips. The principal is responsible for ensuring that appropriate personnel (i.e. nurse, certified employee, aide, etc.) and equipment are scheduled for students whose IEPs require special accommodations on field trips.
- E. Mileage and other applicable cost factors (driver, substitute driver, etc.) for each field trip will be computed by the Board based on the current, approved rates with billings submitted to schools on a monthly basis.
- F. Only adult drivers with a commercial driver's license and S endorsement will be permitted to drive field trip buses with the cost of paying the driver to be borne by the school or class making the trip(s).
- G. The field trip sponsor shall return the School System-owned bus in a clean condition as determined by the Director of Transportation.
- H. Due to energy regulations, allocations, proration, and other financial problems, the Board may cancel trips, increase prices, or curtail the use of buses. Principals will be notified if changes occur.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

ADOPTED: OCTOBER 20, 1994

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JSA

SCHOOL FUNCTIONS 4.44

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

Pike County School System faculty members shall be encouraged to attend social functions.

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JHD; JM

BAND & ATHLETIC EQUIPMENT TRAILER USE

4.45

Policies

1. Anyone agreeing to pull an equipment trailer for an athletic program or band program for the Pike County School System must hold a valid Alabama Driver's License.
2. The Driver/Owner must have current, up to date Insurance for the vehicle that is pulling the equipment trailer.
3. A copy of driver's valid license and current auto insurance information must be on file with either the Band Director or Athletic Director and school principal.
4. The Driver/Owner should have the appropriate size truck needed to safely pull the said equipment trailer while loaded. Three-quarters ($\frac{3}{4}$) Ton or 2500 vehicles are strongly recommended.
5. The Driver/Owner understands that pulling an equipment trailer for any Pike County athletic or band program is on a volunteer basis and no compensation will be provided for gas or mileage.
6. The Driver/Owner will adhere to all traffic laws and will stay within or below the posted speed limit for safe hauling.
7. In the case of an accident resulting in injury, loss of life, or property damage, the driver and/or vehicle owner agrees to hold-harmless the Pike County High School and/or staff, Goshen High School and/or staff, and/or the Pike County Board of Education or any members of the Pike County School Board.
8. In the case of vehicle break down the driver/owner of the vehicle agrees to hold-harmless the Pike County High School and/or staff, Goshen High School and/or staff, or the Pike County Board of Education or any members of the Pike County School Board for any cost associated with repair of the vehicle, towing, or other related costs.

Procedures

Equipment trailers will be returned to the school and unloaded after each event. The trailer will not be taken or kept at a personal residence but will be secured in a safe location at the school or bus shop to prevent theft.

The driver will do a pre-trip inspection to check the following, once the trailer is hooked up

1. Lights and hooked up and working
2. Safety Chains are crossed and attached
3. Pin is in place in latch
4. Trailer doors or secure
5. Tire Pressure and Tire Condition

BAND AND ATHLETIC EQUIPMENT TRAILER USE**4.45****Authorization and Driver Acknowledgement Form:**

I am the driver/owner of the vehicle being used to pull a Band or Athletic Program equipment trailer. I have been provided a copy of Board Policy 4.45 and have reviewed it carefully. I agree to the terms and conditions set forth in the policy.

(Driver's Name Printed)

(Driver Signature)

(Date)

**(Vehicle Owner's Name Printed
– If different from driver)**

(Owner's Signature)

(Date)**HISTORY:****ADOPTED: AUGUST 15, 2022**

STUDENT CLUBS AND ORGANIZATIONS

4.50

- I. All Pike County School System student clubs and organizations shall be approved by the principal before they can operate within a school.
- II. All student clubs and organizations shall comply with the following:
 - A. All clubs and organizations must clearly establish and adhere to membership criteria that have been approved by the principal.
 - B. The charter and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.
 - C. There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation which recklessly or intentionally endangers a student's mental or physical health or safety. No informal initiation activities are allowed.
 - D. Dues shall be reasonable and not prohibitive.
 - E. All meetings shall be held on Pike County Board of Education property, unless waived upon the faculty sponsor's request and principal's approval of special meetings and events.
 - F. A Pike County School System faculty sponsor/designee shall be present at all meetings and functions.
 - G. All social events shall be adequately chaperoned.
 - H. All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.
 - I. A student club or organization shall not conduct any activity or act which violates local, state, or federal law, Pike County Board of Education rules, or the regulations of the local school.
- III. Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.
- IV. Secret societies, social clubs, sororities, fraternities, or any similar organizations are prohibited.

- V. Any outside organization seeking to engage in activities for the benefit of a school or school organization must have prior approval of the Principal and must have an approved adult sponsor.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-23, 16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JHC; JHCB

STUDENT PUBLICATIONS

4.51

Pike County School System school principals may approve establishment of a school newspaper or magazine for students.

- I. The principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, and programs and for ensuring these publications do not impede or otherwise interfere with the educational purpose of the school.
- II. The principal shall not allow advertisements of intoxicants or tobacco products or other products which would be inappropriate for the intended audience.
- III. The principal shall establish and communicate procedures for faculty review of content in student publications and for committee action needed for removal of content from student publications.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JHCC, JHCCA

ASSESSMENT PROGRAM

4.60

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-2-.01-.04

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

TEST SECURITY

4.61

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

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-2-.04

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

REPORT CARDS

4.71

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JUNE 2001

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JFA, JFAA

NONACCREDITED OR HOME SCHOOLS

4.80

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

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

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

All transfer students must pass the Alabama High School Graduation Exam and meet all other requirements for graduation.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(7)j2(k)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JBD, JBAA, JCD

CAREER TECHNICAL COOPERATIVE EDUCATION

4.81

The Pike County Board of Education recognizes the importance of the school-community linkage in training individuals for specific occupations; assisting individuals with the transition from school to the world of work; providing an environment for developing proper skills, knowledge, work and safety habits, and pride in achievement. As such, Cooperative Career/ Technical Education Programs will be provided to the extent possible to strengthen this linkage. These programs will operate in compliance with general career/technical education policies established by the Board and program standards outlined in current administrative code.

Each cooperative career/technical education program shall provide on-the-job training that:

1. is related to existing employment opportunities which offer promotion and advancement.
2. is related to the student's occupational objective.
3. does not displace other workers who can perform such work.
4. is conducted in accordance with written training agreements and training plans that incorporate methods for solving problems at work and problems at school.

CRITERIA FOR PARTICIPATION

The following criteria must be met prior to a student's participation in Cooperative Career/Technical Education Programs:

1. The student and parent/guardian must select the cooperative career/technical course as an elective.
2. The student's parent/guardian must sign a release form authorizing the school to release the child from school to travel to and from the educational job site.
3. All transportation costs must be borne by the student and his/her parent/guardian.
4. The student meets prerequisites for the cooperative career/technical course selected as described in the current Pike County School System course catalog.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-3-12, 16-3-13, 16-37-1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

ALABAMA CAREER

TECHNICAL EDUCATION STANDARDS

HISTORY:

ADOPTED: JANUARY 20, 1997

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JJB

SAFETY IN CAREER TECHNICAL CLASSES 4.82

In order provide the safest learning environment possible for students and personnel in Pike County School System Career/Technical education classes, all laws, regulations, and guidelines established by local, state, and federal agencies shall be followed.

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

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

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

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-3-12, 16-3-13, 16-37-1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§ 290-6-1-.04(6)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

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

4.83

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

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

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

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

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

1. Make students aware of the importance of the proper care of tools, equipment, furnishings, and materials at school and in the work place.
2. Maintain tools and equipment daily.
3. Maintain an accurate inventory of tools, supplies, and equipment.
4. Notify the principal of safety hazards and/or problems with heating, cooling, lighting, or ventilation that may interfere with learning.

5. Take appropriate disciplinary actions against persons who abuse facilities and/or equipment.
6. Secure tools, equipment, and work areas before leaving the class, laboratory, or shop area for any time.
7. Equipment may not be used for the personal gain of any Board employee.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-3-12, 16-3-13, 16-37-1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§ 290-6-1-.10(1-3) revised

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

LIVE WORK IN CAREER/TECHNICAL PROGRAMS

4.84

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

Live work is defined as work performed by students as part of the instructional training program. This work may be performed by students at a job site or at school. All live work projects must be pre-approved by the teacher in writing and coordinated with the school principal and/or career and technical education director. Live work projects are not to be performed in competition with private enterprise. The Pike County Board of Education programs shall have no responsibility for the results of the work being performed by students or for student safety at the job site.

The person or organization for which the live work project is performed shall assume all costs of materials, supplies, and parts needed to complete the project. The Pike County Board of Education also recognizes the need to educate students in the area of new and advancing technologies such as, but not limited to CNC training. Therefore, the program performing commissioned CNC projects may charge "fair market value" for their project. Fair market value will be determined by having the students assigned to the project research what a project of similar size and complexity is going for on online stores such as Etsy and other pay to order sites. The career/technical teacher is responsible for documenting the live work through a work order, the invoicing of the person/organization for whom the work is performed, and the collection of all charges associated with the live work projects performed by students. Neither the Pike County Board of Education nor the school shall receive economic benefit in excess of 20% of the cost of materials, with the exception of commissioned CNC projects, from career and technical education live work projects. Any benefits obtained through live work shall be deposited into the appropriate career and technical education program account. School employees may not derive any benefit from live work performed by students.

Live work is defined as work performed by students as part of the instructional training program. This work may be performed by students at a job site or at school. All live work projects must be pre-approved by the teacher in writing and coordinated with the school principal. Live work projects are not to be performed in competition with private enterprise. The Pike County Board of Education programs shall have no responsibility for the results of the work being performed by students or for student safety at the job site.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-3-12, 16-3-13, 16-37-1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-6-1-.04(5)

HISTORY:

ADOPTED: JANUARY 20, 1997

REVISION DATE(S): FEBRUARY 16, 2009

AUGUST 15, 2022

FORMERLY: JJB

PLACEMENT AND FOLLOW-UP OF CAREER/TECHNICAL GRADUATES

4.85

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

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

Each career/technical teacher is responsible for the implementation of a follow-up system to determine employment and/or post-secondary education placement of graduates. A purpose of the follow-up of graduates is to solicit feedback regarding the appropriateness and effectiveness of career/technical programs.

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

Each Career Technical education program shall have a positive in-field placement rating.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-3-12, 16-3-13, 16-37-1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-6-1-.06(2)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

Virtual School Option

4.90

The Pike County Virtual High School (PCVHS) is a proactive solution for students in grade 9 – 12: 1) who have not been successful in a traditional high school setting, 2) who qualify for credit recovery initiatives, 3) are at-risk or who have dropped out of school, 4) who have specific social and/or educational needs in order to earn an Alabama High School Diploma, and/or 5) who wish to accelerate their academic program through online dual enrollment programs. Instruction will be provided in an on-line environment that is supportive, flexible, and individualized based on the specific student needs of each student.

Enrollment

The Pike County Virtual High School is being designed to target a specific population:

- Students at risk of dropping out of school. Includes falling behind their cohort peers or who are facing socioemotional crisis out of school.
- Dropout recovery – Students who have dropped out previously.
- Students who have had difficulty in traditional school setting.
- Students currently attending homeschool or private schools who may wish to take advantage of this delivery mode.
- Students who wish to accelerate their academic program or who wish to participate in dual enrollment programs.
- Students in the special needs program if the Individualized Education Program (IEP) team determines such a setting to be the most appropriate.

Students wishing to enroll in the Pike County Virtual High School must:

- Have access to technology meeting the minimum specifications or have reliable transportation to work in the PCVHS technology lab.
- Have consistent, daily access to the Internet.
- Meet the general enrollment requirements established by the Pike County Board of Education.
- Finally, complete an application packet and be approved through the Office of Prevention and Support.

Student Expectation

- Technology
 - Students must have access to technology meeting the minimum specifications or have reliable transportation to work in the PCVHS technology lab.
 - Students must have consistent, daily access to the Internet.
 - Students must comply with the Pike County Acceptable Use Policy.
- Attendance
 - Students must adhere to the Pike County Attendance Policy.
 - Students must attend class each day (as monitored by PCVHS faculty/staff).
 - Log in to courseware daily to document attendance.
 - Physical attendance, when necessary/appropriate.
 - To remain in the program, the student may not have more than five (5) unexcused absences.
 - Overall goal of attendance is 95%.
- Course Progression
 - Students are required to attend daily and keep up with course assignments/pace.
 - Student should progress at a pace comparable to a traditional setting.
 - Faculty and staff will assist in setting a pacing schedule to ensure course completion.
 - Students may complete additional courses during an academic term, once current courses are completed, on an as needed basis.
- Grades
 - Students are to maintain an overall passing average.
 - Students not maintaining a passing average will be subject to academic probation and possible dismissal from the program (referral to a more traditional setting).
- Proctored Evaluations
 - Students are required to take all course quizzes/exams at the PCVHS, unless otherwise specified.
 - PCVHS will monitor/proctor all course exams, including maintaining an attendance, sign-in log.
 - Exams not completed with PCVHS faculty/staff may be invalidated and subject to referral to the Office of Prevention and Support for further action.
 - For any sessions outside the normal school day, students/parents are responsible for transportation to and from the PCVHS.
- Other
 - Students will adhere to the Pike County Code of Conduct.
 - Students will remain in “good standing” in order to remain enrolled at the PCVHS.

Curricula

The Pike County Virtual High School intends to offer a full complement of curricula and delivery models to offer the comprehensive curriculum available with the greatest amount of flexibility possible, on-line or a hybrid model. This will include but not limited to:

- State sponsored distance education program
- Classroom delivery model via VTC (Video Teleconferencing)
- Post-secondary dual enrollment programs
 - On-line
 - Traditional
- Direct, individualized, computer-based instruction software/programs
 - Computer-based instructional system
- Hybrid Model
 - Utilize a combination of instructional approaches to develop an appropriate education program for the individual

Evaluation/Assessments

- Proctored Evaluations
 - Students are required to take all course quizzes/exams at the PCVHS, unless otherwise specified.
 - PCVHS will monitor/proctor all course exams, including maintaining an attendance, sign-in log.
 - Exams not completed with PCVHS faculty/staff may be invalidated and subject to referral to the Office of Prevention and Support for further action.
 - For any sessions outside the normal school day, students/parents are responsible for transportation to and from the PCVHS.
- Students will be required to participate in all local and state mandated assessments.
 - Students must sit for those assessments at the times and during the dates established by the Alabama State Department of Education and/or the Pike County Schools.
 - Students are responsible for their own transportation to the designated testing site, as established by the Alabama State Department of Education and/or the Pike County Schools, unless otherwise specified by the district testing coordinator.

Student/Technical Support

- IEP students
 - PCVHS will make reasonable accommodations to support the needs of special education students, including gifted.
 - The IEP committee must meet to determine that the PCVHS is the most appropriate least restrictive environment to meet the needs of the student.
- ELL/LEP students
 - PCVHS will make reasonable accommodations to appropriately accommodate these students.
- Extracurricular Activities/Athletics
 - PCVHS will have the option to participate in extracurricular activities, at the school in which they are zoned (provided they meet AHSAA or other governing body eligibility requirements).
- Student Progress Monitoring
 - PCVHS staff will regularly monitor student attendance, course progression/pacing, and grades (both lessons and quizzes/exams).
 - Information will be periodically communicated to the students, parents, and local education agencies, as appropriate.

STATUTORY AUTHORITY:

CODE OF ALABAMA

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

2015-89

HISTORY:

ADOPTED: 1-18-16

REVISION DATE(S):

FORMERLY:

ADMITTANCE/ENROLLMENT REQUIREMENTS

5.10

- I. Any student who enrolls in the Pike County School System shall be required to present certification of immunization as required by law and shall reside according to E911 data in the Pike County School System attendance area. Parents may be required to verify residency with approved documents.
 - A. Immunization shall be required for the prevention of those communicable diseases designated by the State Health Officer.
 - B. A transfer student and any student for whom the lack of a certificate of immunization is related to their residential, immigrant, or English-speaking status, may be granted thirty (30) school days to provide documentation of school-entry health examination and certificate of immunization record.
 - C. Exceptions may be granted as provided in Alabama statutes and federal law.
- II. The school principal shall determine grade placement of students from a private or non-public school or from home education based on state regulations and Pike County Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records.
- III. Admission may be denied a resident student who is over seventeen (17) years of age and who has been dismissed from previous schools for violation of the rules of the school.
- IV. When a student facing some type of disciplinary action is withdrawn from school prior to receiving the punishment, said student (and parent/legal guardian) shall be informed that prior to admission/readmission to any Pike County school, the disciplinary action will be completed. This includes, but is not limited to, any suspension, work assignment, alternative school assignment, or referral to the Superintendent or Board of Education for a hearing.
- V. Students expelled from other school systems will not be admitted to the Pike County School System.
- VI. Students requesting admission/readmission from a Department of Youth Services (DYS) facility or program must transition into the system through the Pike County Alternative Learning Center for no less than 45 days.
- VII. Written approval of the Superintendent is required for the enrollment of any student whose twenty-first (21st) birthday is on or before September 2nd of any school year.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-30-1, 16-30-4, LEGISLATIVE ACT 2009-564

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

ADOPTED: SEPTEMBER 19, 2005

REVISION DATE(S): FEBRUARY 16, 2009; SEPTEMBER 14, 2009

FORMERLY: JAAC; JBA; JGCB; JGCD

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

5.10.1

- I. All homeless, migratory, immigrant, limited English proficient, and foster care children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized.
- II. Students who live in the attendance areas of Pike County School System and who are homeless, migratory, immigrant, limited English proficient and/or in foster care shall be enrolled immediately and shall not be prohibited from school attendance due to any of the following:
 - A. Residency requirements
 - B. Lack of social security number
 - C. Lack of birth certificate
 - D. Lack of school records or transcripts
 - E. Lack of immunizations
 - F. Legal custody requirements
 - G. Transportation
 - H. Language barriers
 - I. Disabilities
- III. Identification of Homeless Students

The McKinney-Vento Homeless Assistance Act (Act), 42 U.S.C. § 11434a (2) et. seq., defines homeless students as those who lack a fixed, regular and adequate night time residence due to:

 - A. Sharing the housing of others due to loss of housing, economic hardship, or similar reason;
 - B. Living in motels, hotels, trailer parks, camping grounds due to lack of adequate alternative accommodations;
 - C. Living in emergency or transitional shelters;
 - D. Living in a public or private place not designed for humans to live;
 - E. Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- IV. School Selection

- A. Enrollment Options:
Homeless students may:
 - 1. Enroll in the school serving the attendance zone where the student resides; or
 - 2. Continue enrollment in the school of origin, when feasible. The school of origin is the school the student attended when permanently housed, or the school in which the student was last enrolled.
- B. Determining which school the child attends will be based upon the student's best interest. Every effort shall be made, to the extent feasible, to keep the student in his/her school of origin unless doing so is against the wishes of the parent/guardian. In the case of an unaccompanied youth, the Homeless Liaison will assist in the placement and enrollment decisions.
- C. A homeless student who attends his/her school of origin in accordance with Paragraph 1 above may:
 - 1. Attend that school for the duration of homelessness, and until the end of the academic year in which the student becomes permanently housed, or during the academic year; or
 - 2. Enroll in any public school that housed students living where the student is living are eligible to attend

V. Dispute Resolution

- A. If the District denies the school of origin request, the parent/guardian shall be provided with a written explanation of the District's decision, including the right to appeal. In the case of an unaccompanied youth, the Homeless Liaison will provide written notification to such youth including the right to appeal.
- B. If a dispute arises over eligibility, school selection or enrollment in a school (including full participation):
 - 1. The student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute (including all available appeals).
 - 2. The parent, guardian or unaccompanied youth will be provided a written explanation of decisions made by the school or school system and how to appeal them.
 - 3. The liaison will ensure unaccompanied youth are immediately enrolled pending resolution of the dispute.
 - 4. The parent, guardian or youth will be referred to the liaison, who will carry out the dispute resolution process as expeditiously as possible. The District's homeless liaison who will consult with the Superintendent and they will make a determination within 7 business days of receipt of the dispute notification;
 - 5. If the matter is not resolved at that level, the Superintendent shall issue the District's decision within 10 business days of second dispute by parent/guardian.
 - 6. If the parent, guardian, or unaccompanied youth is not satisfied with the decision, the parent, guardian, or unaccompanied youth has the right to file a written complaint with Alabama State Department of Education. The district homeless coordinator will assist with this process if requested to do so.

The written complaint can be mailed or delivered to:
Alabama Department of Education
Federal Programs Section
50 North Ripley Street
5348 Gordon Persons Building

Montgomery, Alabama 36104-2101
Attn: Homeless Coordinator

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-30-1, 16-30-3, 16-30-4

No Child Left Behind Act of 2001, Every Student Succeeds Act of 2015

Title VII-B of the McKinney-Vento Homeless

Assistance Act of 2001 (42 USC 11431 et seq.)

ADMISSION OF NON-RESIDENT/OUT OF ZONE STUDENTS

5.10.1B

Non-Resident Students

A student whose parent/legal guardian reside outside of the Pike County School System's attendance zone may be eligible to attend the Pike Schools. Such enrollment or continued enrollment will be based on the following:

Annual written application by the student's parent or 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 attendance;
- Average or above academic performance as determined through a review of educational records, including standardized test scores;
- Satisfactory student behavior as determined through review of discipline records;
- Payment history.

The parent/guardian of the student shall pay an annual tuition in the amount established by the Pike County Board of Education. Student enrollment or membership, if approved, will not become active until the tuition is paid.

The parent/legal guardian and the student will follow the rules and regulations established by the various schools within the system, and the rules and regulations established by the Pike County Board of Education. A failure to comply with these rules and regulations may be cause for expulsion and the withdrawal of permission to attend the Pike County Schools. In such an event, a refund of tuition will be on a pro-rata basis.

The parent/legal guardian will assume the responsibility for transporting their child(ren) except in cases where transport pick up and drop off points can be safely provided. Requests for this exception will be reviewed on a case by case basis and approved by the superintendent in writing. Under no circumstances will transportation pick up and drop off points be within the attendance zone of other school districts.

The Pike County 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 school and/or school system;
- Any other good or sufficient reason deemed by administration.

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 the Pike County school zone, tuition will become due immediately or the student will be withdrawn. At this point, the student will fail under the admission criteria for non-resident students.

Students who live with a parent outside of Pike County attendance zone whose other parent resides inside the attendance zone, and both parents have joint custody will not pay tuition. Proof of guardianship and custody must be provided along with proof of residency for both parents.

Prospective students whose most recent school of enrollment was in the Troy City Schools are ineligible for non-resident student status.

Payment of Tuition by non-resident Students

Tuition for Non-Resident students, as established by the Pike County Board of Education, is \$400 per semester (\$800 per year). Beginning with the 2012-2013 school year, non-resident tuition will be paid each year prior to enrollment in the Pike County School System. 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 the enrollment for the first semester. The second installment will be paid prior to enrollment for second semester. Failure to pay tuition will cause the student(s) to be withdrawn from the Pike County Schools.

Non-resident students who enroll at time other than the beginning of the semester will pay 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 the subsequent semester will be paid prior to enrollment for the semester.

Out-of-Zone Students

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

- Meet previously defined criteria for transfers;
 - Student health concerns;
 - Student emergency and safety concerns;
 - Student wishes to participate in specialized academic program offered by the district and not offered in the home district
 - Parent full time system employee.

- Meet the criteria for participation as a non-resident transfer student as established by this policy. (Non-resident students may request admission under this policy if they do not meet the criteria listed above. However, the student will be subject to the tuition payment requirement).

The Pike County Schools reserves the right to deny non-resident student admission without cause or explanation.

HISTORY:

ADOPTED: JULY 30, 2012

EFFECTIVE DATE: AUGUST 30, 2012

KINDERGARTEN ADMISSION

5.11

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

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

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-28-4

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-5-1-.01(3)

HISTORY:

ADOPTED: DECEMBER 10, 2001

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JBA; JBC

FIRST GRADE ADMISSION

5.12

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

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

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-28-4

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

ADOPTED: DECEMBER 10, 2001

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JBC

ENSURING EDUCATIONAL STABILITY FOR CHILDREN IN FOSTER CARE

5.13

Pike County Schools complies with the requirements under Title I of the ESEA, as amended by the ESSA, and understand the need to provide educational stability for children in foster care, with particular emphasis on collaboration between SEAs, LEAs, and child welfare agencies to ensure that students in foster care have the opportunity to achieve at the same high levels as their peers. These provisions emphasize the importance of limiting educational disruption by keeping children who move in foster care (due to entering the foster care system or changing placements) in their schools of origin, unless it is determined to be in their best interest to change schools. These provisions also ensure that, if it is not in their best interest to remain in their schools of origin, children in foster care are enrolled in their new schools without delay.

SCHOOL OF ORIGIN PROVISION

- 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 remain in his or her school of origin, the child will be immediately enrolled in the new school even if the child is unable to produce records normally required for enrollment; and
- The new (enrolling) school will immediately contact the school of origin, to obtain relevant academic and other records.

FOSTER CARE LIAISON (POINT OF CONTACT) PROVISION

Pike County Schools will designate at least one person to serve as a Foster Care Child Liaison, or Point of Contact (POC). The liaison will have access available training and materials to keep them informed of any changes in the Foster Care Regulations. The liaison will work closely with the SEA, local school systems and local Departments of Human Resources (DHR) to:

- Coordinate with the corresponding child welfare agency,
- Participate in the development of a process for making the best interest determination,
- Document the best interest determination,
- Facilitate the transfer of records and immediate enrollment,
- Facilitate data sharing with the child welfare agencies, consistent with FERPA and other privacy protocols,
- Develop and coordinate local transportation procedures,
- Manage best interest determinations and transportation cost disputes,
- Ensure that children in foster care are enrolled in and regularly attending school, and
- Provide professional development and training to school staff on the Title I provisions and educational needs of children in foster care.

ENROLLMENT OF CHILDREN IN FOSTER CARE

Foster care parents, social workers or other legal guardians will be allowed to immediately enroll children in Pike County Schools, even in the absence of documents normally required for

enrollment (birth certificates, shot records, academic records, special education records, etc.) We understand these documents may not be immediately available and want to provide a smooth transition for the student into our district. We will contact the home school district for the records and make adaptations as needed. After enrollment the following guardianship or legal custody documents shall be provided for verification by the foster family or DHR:

- Power of attorney
- Affidavit
- Court Order

BEST INTEREST DETERMINATION

The following factors may be considered and/or evaluated when making the best interest determination for a child in Foster Care:

- Proximity of the foster care home to the child's present school;
- Influence of the school climate on the child, including safety;
- Age and grade level of the child as it relates to the other best interests factors;
- Needs of the child, including social adjustment and well-being;
- Child's performance, continuity of education and engagement in the school the child presently attends;
- Child's special educational programming if the child is classified;
- Point of time in the year;
- Child's permanency goal and likelihood of reunification;
- Anticipated duration of the placement;
- Preferences of the child;
- Preferences of the child's parent(s) or educational decision maker(s);
- The child's attachment to the school, including meaningful relationships with staff and peers;
- Placement of the child's sibling(s);
- Availability and quality of the services in the school to meet the child's educational and socioemotional needs;
- History of school transfers and how they have impacted the child;
- How the length of the commute would impact the child, based on the child's developmental stage;
- Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so the availability of those required services in a school other than the school of origin; and
- Whether the child is an EL and is receiving language services, and if so, the availability of those required services in a school other than the school of origin.

*Transportation costs will not be considered when determining a child's best interests.

*DHR has final say in best interest determination.

TRANSPORTATION

11/7/2024, 8:14:47 AM

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PIKE COUNTY

Some best interest determinations may involve children needing transportation to remain in their school of origin. To facilitate the transportation process, Pike County Schools will collaborate with DHR to ensure that transportation is provided, arranged, and funded. Funding will be negotiated in a cost effective manner. Only additional costs of providing transportation will be calculated. Additional costs are the difference between what Pike County would spend to transport a student to an assigned school and the cost of transporting a student in foster care to his or her school of origin. Pike County will request an equal cost share agreement with DHR. Transportation services will be provided and DHR will be invoiced for ½ of the additional cost.

DISPUTE RESOLUTION

If Pike County Schools seeks to place a child in foster care in a school other than the school of origin or the school requested by the educational decision-maker, the educational decision-maker shall be provided written notice of his/her right to appeal the decision.

Initiating the Level I Dispute

To dispute the school system's decision related to school selection (best interest) or enrollment for a child in foster care, an educational decision-maker must request dispute resolution in writing by submitting a dated appeal letter specifying the school in which enrollment is sought and the basis for seeking enrollment in that school. The appeal letter must include the name and contact information (phone, email and mailing address) for the educational decision-maker. The educational decision-maker must submit the appeal letter within five (5) school days of receiving from Pike County Schools written notice of the right to dispute the decision.

LEA Decision

The superintendent, or superintendent's designee, will arrange for a personal conference to be held with the educational decision-maker, the student (if appropriate), and at least one representative from the local DHR. The personal conference will be arranged within five (5) business days of Pike County Schools' receipt of the appeal letter and will take place as expeditiously as possible. Within five (5) business days of the personal conference, the superintendent, or superintendent's designee, will inform the educational decision-maker of the decision in writing, using the contact information provided in the appeal letter.

If the educational decision-maker disagrees with the Level I decision and wishes to appeal to Level II, the educational decision-maker shall inform the Pike County Schools superintendent or designee of the intent to appeal to Level II within five (5) school days of receipt of the LEA's Level I decision. If the educational decision-maker does not appeal within five (5) school days, the child shall be enrolled and provided all appropriate educational services in the school determined by the LEA.

Initiating the Level II Dispute

If the student's educational decision-maker disagrees with the decision rendered by the Pike County Schools superintendent at Level I, he/she may appeal the decision to the Alabama Department of Education.

The written complaint can be mailed or delivered to:

11/7/2024, 8:14:47 AM

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PIKE COUNTY

Alabama Department of Education
Federal Programs Section
50 North Ripley Street
5348 Gordon Persons Building
Montgomery, Alabama 36104-2101
Attn: Foster Care POC

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

Every Student Succeeds Act of 2015

Title VII-B, Section 725 of the McKinney-Vento Homeless

ADMISSION OF CHILDREN OF MEMBERS OF MILITARY RELOCATING TO ALABAMA SCHOOLS

5.14

In compliance with SB116, the Pike County Board of Education adopts this policy to establish a program to allow children of members of the military relocating to Alabama under military orders to enroll provisionally in a local public school in advance of arrival in the state without proof of residency.

SB116

Relating to public K-12 education; to establish a program of advance enrollment for children of military families.

BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

Section 1. A student who is not a domiciliary of the state shall be permitted to register to enroll in a public K-12 school by remote means, including electronic means, prior to commencement of the student's residency in this state if all of the following apply:

- (1) A parent or legal guardian is on active military duty and is transferred or pending transfer to a military installation or reservation in this state.
- (2) Upon request by the local board of education, a parent or legal guardian provides a copy of the official military order transferring to a military installation or reservation located in this state.
- (3) A parent or legal guardian completes and submits the board of education's required enrollment forms and documentation, except that proof of residency shall not be required until the student physically transfers to this state, at which time the student shall be required to provide proof of residency prior to commencing attendance.
- (4) The local board of education shall make available to a student who registers to enroll pursuant to this section the same opportunities for school assignment and selection of courses and sporting activities as those offered to resident students.

Section 2. This act shall become effective on the first day of the third month following its passage and approval by the Governor, or its otherwise becoming law.

STATUTORY AUTHORITY:

**SENATE BILL
116**

ACT 2022-90

LAW(S) IMPLEMENTED:

ACT 2022-90

HISTORY:

ADOPTED: October 16, 2023

REVISION DATE(S):

FORMERLY: NEW

STUDENT RIGHTS AND RESPONSIBILITIES

5.17

The Pike County Board of Education is responsible for offering an education which shall be provided in a safe and structured atmosphere, both physical and emotional, and in which treatment of students is both firm and fair in all matters pertaining to school life.

Every student shall comply with all rules and regulations of both the State and the Board pertaining to pupil behavior. Codes of student conduct shall be based on maintaining within each school an atmosphere conducive to learning. Codes of conduct shall be consistent with the policies of the Board, which in turn, shall be in full compliance with state and federal law.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-28A-1, 16-28A-2, 16-28A-3, 16-28A-5

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JUNE 2001

REVISION DATE(S): JUNE 2005; FEBRUARY 16, 2009

FORMERLY: JC

STUDENT ELIGIBILITY TO WORK

5.18

Pursuant to SB53, Act #2024-352, which calls for the elimination of the issuance of “eligibility to work” forms, the Pike County School District will not issue eligibility to work forms to minors (ages 14 – 17). Rather, the individual, entity, franchise, corporation, or division of a corporation that wishes to employ 14- or 15-year-olds, or 16- or 17-year-olds, will obtain through the Department of Labor Class I and Class II Child Labor Certificates respectively.

Additional Provisions:

1. The parent or guardian of a minor who is 14 or 15 years of age and employed by an individual, entity, franchise, corporation, or division of a corporation shall notify the minor’s school administrator in writing with the name, address, and telephone number of the person, entity, franchise, corporation, or division of a corporation employing the minor. The school administrator will keep this information on-file and periodically monitor attendance and performance record (grades) to ensure satisfactory attendance and performance.
2. If the minor 14- or 15-years age fails to maintain regular school attendance and performance record (grades) are not satisfactory, the school administrator shall contact the Department of Labor.
3. The employment of a minor 14 or 15 years of age shall be revoked or suspended by the Department of Labor, upon notification by the school administration, if the minor’s regular school attendance and performance record (grades) are not satisfactory.
4. The certificate from the Department of Labor shall allow the employment of minors 14 or 15 years of age to work only outside of school hours or during vacation periods; and only in occupations not prohibited by the Department of Labor.

STATUTORY AUTHORITY:

CODE OF ALABAMA

SB53, #2024-352

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

2024-352

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JUNE 17, 2024

GRADUATION REQUIREMENTS

5.22

All students entering the 9th grade will be required to complete course requirements specified by the Alabama State Board of Education. The Pike County Board of Education shall direct the Superintendent to produce a widely-disseminated publication which describes requirements for all diplomas and certificates awarded by the Pike County Board of Education.

Publications describing graduation requirements for Pike County students shall describe types of diplomas and endorsements, core course requirements, elective course offerings, and the process for earning weighted credit.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-26-1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-030-010-.06(11)(k)1

HISTORY:

ADOPTED: JANUARY 13, 1994

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: IHF, JFDA

VALEDICTORIAN, SALUTATORIAN, HONOR GRADUATES

5.23

The Pike County Board of Education directs the Superintendent to develop and publish the selection criteria for valedictorian, salutatorian, and honor graduates.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-26-1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§ _____

HISTORY:

ADOPTED: JANUARY 13, 1994

REVISION DATE(S): _FEBRUARY 16, 2009

FORMERLY: JFF

STUDENT PROMOTION AND RETENTION

5.26

No student will be recommended for retention unless their case has been presented to the Building Based School Support Team (BBSST). Any teacher recommending retention must document using BBSST strategies and their results.

Grades K-6

The process of making decisions as to promotion and retention of elementary students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s).

Promotion of a special education student shall be based on the student's progress as defined by the Individual Education Plan (IEP). Report card grades shall reflect the student's progress toward meeting the goals and objectives of the IEP.

If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student would be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development. A promotion criteria checklist and copies of all student report cards and attendance reports shall be placed in the student's cumulative folder.

Grades 7-8

Students enrolled in grades seven (7) or eight (8) must pass math, English, science, social studies, and pass six (6) of eight (8) total courses each year in order to be promoted to the next higher grade.

Grades 9-12

For students to be permitted to move to the next higher grade level, the following standards must be met:

Tenth Grade – students who have passed English, math, science, social studies and who have earned seven (7) of eight (8) Carnegie units will be classified as tenth graders.

Eleventh Grade - students who have passed English, math, science, social studies, and who have earned at least fifteen (15) of sixteen (16) Carnegie units will be classified as eleventh graders.

Twelfth Grade – students who have passed English, math, science, social studies, and who have earned twenty-two (22) of twenty-four (24) Carnegie units will be classified as twelfth graders.

Non-traditional Credits

Students in grades 9 through 12 may earn credits in non-traditional programs as follows:

- One (1) credit per academic core up to a maximum of three (3) over the four (4) academic areas
- One (1) credit through correspondence

Summer School Options

A student who does not pass coursework in a logical and sequential order should be encouraged to attend an approved summer school.

Denial of Credit or Promotion

Credit or promotion may be denied due to excessive absence from school as described in the Student Code of Conduct.

Special Education Students

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-8-35

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§_____

HISTORY:

ADOPTED: JANUARY 13, 1994

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: IHE

DUE PROCESS

5.29

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

1. Each local regulation shall be based on a Board policy
2. All policies, rules, and regulations at any level shall be consistent with local, county, or city ordinances, state and federal laws and constitutions, administrative regulations of duly authorized agencies; e.g. State Board or State Department of Education.
3. Both policies of the Board and regulations designated by local school administrators shall be specific and precise.
4. No Board policies or local school codes of conduct shall deny any student his constitutional rights.
5. Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the in loco parentis position of school officials.
6. Exercise of all authority by administrators, teachers or school officials, shall be capable of withstanding judicial scrutiny relative to freedom from arbitrary, capricious, discriminatory, or otherwise illegal practices.
7. Students, parents, citizens, teachers, and administrators should be participants in developing local school codes of conduct.

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

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

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

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

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

When a student is facing possible serious disciplinary action (such as long-term alternative education setting, long-term suspension, or expulsion), the Board shall afford the student the following:

1. The right of an administrative hearing before the Board of Education (Superintendent's Discipline Council);
2. The right of counsel;
3. The right to present witnesses on their behalf;
4. The opportunity for cross-examination of witnesses; and
5. A written record of the decision.

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

For recommendations of expulsion, the Pike County Board of Education must hear the recommendations and vote to uphold or modify the recommended disposition. The student and parent have the right to attend the board meeting and present their case.

Procedural Processes for administrative hearing (Superintendent's Discipline Council):

- I. School administration shall provide, in writing to the parent, a notice of the disciplinary infraction and a letter stating that the matter is being referred to an administrative hearing. Additionally, a letter stating the disciplinary infraction, recommending an administrative hearing, will be sent to the superintendent within 24 hours, unless there are extenuating circumstances; supporting documentation of the incident will also be forwarded to the superintendent's office.
- II. Upon receipt of the letter requesting an administrative hearing, the superintendent's office will send a letter via certified mail to the parent indicating the alleged disciplinary infraction, the date, time, and location of the administrative hearing, a copy of the student's rights, and a copy of the evidence that may be presented against the student in the hearing. The administrative hearing will be scheduled within 10 school days of the initial alleged disciplinary infraction. In the interim, the school administration may suspend out of school or place in an alternative learning setting pending the administrative hearing.
- III. Following the administrative hearing, within 5 school days, the decision of the hearing committee will be provided, in writing, to include the specific disciplinary code the student violated; an official disposition; and a notice of student rights, including the process for appealing the disposition.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-14; 16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-28A-1, 16-28A-2, 16-28A-3, 16-28A-5

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: APRIL 11, 1991

REVISION DATE(S): FEBRUARY 16, 2009

JUNE 17, 2024

FORMERLY: JCAA

STUDENT DISCIPLINE AND DUE PROCESS

5.29.1

All policies and procedures adopted by the Pike County School District, related to student discipline and due process, will be consistent with Act #2024-262.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-14;16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-28A-1, 16-28A-2, 16-28A-3, 16-28A-5, 16-1-14

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JUNE 17, 2024

STUDENT CONDUCT AND SUPERVISION

5.30

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

- I. The principal or the principal's designated representative shall ensure that students are properly supervised while at school and during any school-sponsored activity.
- II. The teacher, other members of the instructional staff, bus driver, or other assigned supervisory staff shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.
- III. The Pike County Board of Education's authority for disciplinary purposes extends to students while they occupy a private vehicle on school property or at school-sanctioned events.
- IV. The Code of Student Conduct and any revisions shall be approved and adopted by the Pike County Board of Education. The Code of Student Conduct shall:
 - A. Be developed with input from Pike County Board of Education members, appropriate grade level teachers, school personnel, school administrators, students, and parents.
 - B. State grounds for disciplinary action procedures and the rights of students.
 - C. Be distributed to all Pike County School System teachers, school personnel, students, and students' parent(s)/legal guardian(s) at the beginning of each school year or upon enrollment.
 - D. Be filed in the Superintendent's office and in the office of the school principal.
- V. The Code of Student Conduct shall be discussed with students, parents and teachers at the beginning of each year. Students who enroll after the beginning of the school year shall be given an orientation to the Code of Student Conduct upon enrollment.
- VI. The principal shall use the Code of Student Conduct to familiarize students with Pike County Board of Education rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he or she deems it necessary.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-14, 16-1-24.1, 16-6B-5, 16-8-8, 16-28-2,

16-28-12 TO –16, 16-28A-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

ADOPTED: JUNE 2005

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JDD; JDDA

CORPORAL PUNISHMENT

5.30.1

The Pike County Board of Education prohibits the use of corporal punishment. No person employed by or engaged in the Pike County Schools shall administer corporal punishment upon a pupil.

For violations to the Pike County Schools Code of Conduct, school administrators may use alternative consequences, the student shall be suspended from school for one (1) school day as an alternative discipline – A parent conference is required upon the student's return to school.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-28A-1, 16-28A-2, 16-28A-3, 16-28A-5, 16-1-14

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JUNE 2005

REVISION DATE(S): FEBRUARY 16, 2009

June 17, 2024

FORMERLY: JDA

DETENTION, SEARCH, AND SEIZURE

5.31

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

2. School officials shall notify law enforcement and request their assistance in conducting the search of the student and the student shall be suspended immediately for an administrative hearing to initiate appropriate disciplinary actions.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-1-14

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JDB

USE OF VIDEO SURVEILLANCE EQUIPMENT

5.31.1

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

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

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

All Pike County School System personnel, students, and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events, and on system owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school safety, disciplinary matters, law enforcement, or other lawful purposes. Surveillance images may not be publicly released.

The unauthorized use of video surveillance equipment or electronic images by Pike County Board of Education employees is prohibited and subject to disciplinary action.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-1-24.1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

USE OF METAL DETECTORS

5.31.2

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

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

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

Prior to implementing the use of metal detectors by authorized Pike County Board of Education employees, this policy will be communicated to all affected school personnel, students, parents and the community at-large.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-24.1, 16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

UNANNOUNCED VISITS BY LAW ENFORCEMENT 5.31.3

To provide and maintain a safe and secure environment for students, staff, and visitors, the Pike County Board of Education supports the requirement of The Alabama Administrative Code, §290-030-010-.06, to permit law enforcement agencies to make periodic, unannounced visits to any school within the school system. Such visits shall be for the purpose of detecting the presence of illegal drugs or to serve warrants. Such visits shall be unannounced except to the superintendent of schools and principals of the individual schools that are subject to the visitation.

In accordance with The Code of Alabama, 16-1-24.1, the possession of illegal drugs, alcohol, or weapons will result in immediate suspension from school and possible criminal charges being brought against the student(s).

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-24.1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-030-010-.06

HISTORY:

ADOPTED: FEBRUARY 16, 2006

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JCAB

USE OF CANINE LAW ENFORCEMENT

5.31.4

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

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

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-24.1, 16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

DEADLY WEAPONS

5.32

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

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

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

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

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

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

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

Any person who violates the provisions of this policy is subject to arrest and criminal prosecution.

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-14, 16-1-24.1, 16-8-8, 16-8-9

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

ADOPTED: JUNE 2005

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JCDAE

EXPULSION

5.33

- I. The school principal may recommend to the Superintendent, the expulsion of any student who has violated any local, state or federal regulation or law, Board rules, regulations or policy, including but not limited to any violation justifying expulsion pursuant to the Code of Student Conduct.
- II. Any student who is being considered for dismissal shall be accorded due process of law prior to dismissal. This shall include the following:
 - A. Written copy of the charges against the student;
 - B. The offer of participation in a hearing at which the student may call witnesses and present evidence in the student's own behalf;
 - C. The right to cross-examine witnesses;
 - D. The right to defend the student's actions;
 - E. Legal counsel at the student's expense to assist the student in presenting a defense; and
 - F. A written copy of the Pike County Board of Education's findings or action.
- III. Provisions for the expulsion of special education students shall be described and set forth in the Code of Student Conduct; however, the expulsion of a special education student shall not result in a complete cessation of educational services. The Pike County School System is responsible for providing the student's education during the expulsion in accordance with a revised individual education plan (IEP).

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-28A-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: APRIL 18, 1994

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JCAA; JDE; JDEB

STUDENT GRIEVANCES

5.33.1

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

I. Definitions

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

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

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

IV. Complaint Procedure

- A. Informal Discussion – If a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her principal or the designee of the principal, (except in cases of discrimination or harassment involving the principal or the designee, in which case the complainant shall report to the Title IX Coordinator or another person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.
- B. Level One – If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her principal or designee. The principal or designee shall communicate his/her answer in writing to the complainant within ten (10) days of receiving the written complaint. Class complaints involving more than one (1) principal or designee and complaints

involving an administrator above the building level may be filed by the complainant at level two.

- C. Level Two – If the complainant is not satisfied with the resolution at level one he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within ten (10) days.
 - D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent’s decision to the Pike County Board of Education, provided request for placement on Board agenda is filed within ten (10) days of the receipt of the Superintendent’s written disposition.
- V. Confidentiality will be provided to the extent possible to any student or affected party who alleges discrimination or harassment.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-1-30, 16-12-3(c)

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009
REVISION DATE(S): _____
FORMERLY: NEW

STUDENT CHECK-OUT

5.34

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

STUDENT ATTENDANCE AND ABSENCES

5.40

Alabama law requires all children between the ages of seven (7) and seventeen (17) to attend school. The law further provides that a parent, guardian, or other person having control or charge of a school-age child is responsible for that child's regular attendance and proper conduct.

Credit or promotion may be denied due to excessive absence from school as described in the Student Code of Conduct.

Excused/Unexcused Absences

All students are expected to attend school regularly. Regardless of the reason for any absence, a written excuse, signed by the parent/guardian, should be brought on the first day back after the absence. The note should be submitted to the appropriate school official according to school rules. All absences will be considered unexcused in the absence of a written excuse. School officials shall determine if the absence is excused or not. Absences are excused for the following reasons:

1. Illness
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
4. Legal quarantine
5. Emergency conditions as determined by the principal and/or Superintendent
6. Prior permission of the principal with the consent of the parent or legal guardian.

Written excuses not received by the school within the first five school days after the absence will not be accepted. These absences will remain unexcused. It is the responsibility of the parent/guardian to see that written excuses for absences are provided within the stated time period.

Schoolwork missed due to excused absences may be made up and a grade shall be awarded. Students are expected to make up all work missed during any absence. It is the responsibility of the student and parent/guardian to arrange with the teacher for any make-up work during the first five days the student is back in school.

Excessive Absences and Truancy

Any student who is absent five (5) unexcused days during the school year will be reported to the Pike County Truancy Intervention Program by the School Attendance Officer.

Students who accumulate over ten (10) unexcused absences during the school year will be referred to the Pike County Juvenile Court and a juvenile petition requiring juvenile court appearance will be filed.

The School Attendance Officer will be directed to sign a "Contributing to the Delinquency of a Minor" warrant on parents/guardians who fail to meet their responsibilities regarding school attendance.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-28A-1, 16-28A-2, 16-28-3, 16-28A-5,

LEGISLATIVE ACT 2009-564

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: APRIL 11, 1991

REVISION DATE(S): FEBRUARY 16, 2009; SEPTEMBER 14, 2009

FORMERLY: JBD

COMPULSORY SCHOOL ATTENDANCE AGE

5.41

Every student residing in the area served by the Pike County School System between the ages of seven (7) and seventeen (17) years shall be required to attend a state-approved school for the entire length of the school term in every scholastic year. Every student must attend the entire length of each school term through the day preceding the seventeenth (17th) birthday. Students of school age not known to be enrolled in school shall be reported to proper authorities. An accurate record of attendance for each student shall be maintained by the classroom or homeroom teacher or other designated person.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-28-3, 16-28-4, 16-28-6, 16-28-12, 16-28-16, 16-28-40,

LEGISLATIVE ACT 2009-564

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: OCTOBER 11, 1993

REVISION DATE(S): FEBRUARY 16, 2009; SEPTEMBER 14, 2009

FORMERLY: JBA

REVOCATION OF DRIVER'S LICENSE OR LEARNER'S PERMIT - ATTENDANCE

5.42

In compliance with Alabama Code 16-28-40, the Pike County Board of Education endorses the Alabama Department of Public Safety requirement of regular school attendance as a prerequisite for obtaining a driver's license or a learner's permit to operate a motor vehicle.

I. Requirements

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

II. Exemptions

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

III. Appeal Process

The appeal of a decision regarding the enrollment status of a student shall be submitted to the local school following the appeal process stated in Pike County School System Student Grievances Policy (5.33.1).

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-28-40, LEGISLATIVE ACT 2009-564

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-7(1)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

REVOCATION OF DRIVER'S LICENSE OR LEARNER'S PERMIT - BEHAVIOR

5.43

In compliance with Alabama Code 32-6-7.4, the Pike County Board of Education endorses the Alabama Department of Public Safety requirement regarding the disciplinary point system – age of eligibility.

Section 32-6-7.4

Disciplinary point system - Age of student eligibility.

(a) Notwithstanding any other provision of law, each student over the age of 12 years who is enrolled in a public or private secondary school shall be subject to a disciplinary point system for an infraction committed on school property to determine the age at which the student shall be allowed to apply for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel. The disciplinary points imposed for a disciplinary action shall be as follows:

- (1) One day in-school suspension - 1 point.
- (2) One day out-of-school suspension - 2 points.
- (3) Alternative school placement - 6 points.
- (4) Expulsion - 20 points.

(b)(1) The points shall accumulate on a yearly basis, beginning with the school year including summer school in which the student turns 13, and accumulate each year until the student is eligible to apply for a driver's license under the imposed point system. Each accumulated point shall add one additional week to the age at which the student is eligible to be issued a learner's permit, motor driven cycle operator's license, or driver's license.

(2) Notwithstanding subdivision (1), the age at which a student may apply for a license or permit shall not be extended by Act 2009-713 beyond one year from the date the student initially applies for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel.

(c) The following subdivisions are contingent upon the technical capability of the student data management system to track, manage, and coordinate the data:

- (1) Points shall be accrued on a school-year basis.

(2) Points may not accrue for the first three days of in-school suspension in any school year; however, beginning with the fourth day of suspension in any school year, all days, including the first three, of in-school suspension shall be counted in determining the points.

(3) Points may not accrue for an initial out-of-school suspension of two days or less in any school year; however, the days of the initial suspension shall be used to determine the points after a second out-of-school suspension in any school year or all days will be used to determine points if the initial suspension exceeds two days.

(4) Accumulated points shall be reduced by one-half if the student has not received additional accumulated points for one school year. If no additional points are received for two years, all records of the accumulated points shall be removed from the student's records at the school.

(Act 2009-713, p. 2095, §1.)

STATUTORY AUTHORITY:

CODE OF ALABAMA

32-6-7.4

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

LEGISLATIVE ACT 2009-713

§32-6-7.4 (2022)

HISTORY: ADOPTED:

REVISION DATE(S): _____

FORMERLY: NEW

STUDENT VEHICLES

5.45

The operation/parking of motorized vehicles by students on school premises is a privilege granted by the Pike County Board of Education and student shall do so only in accordance with state, local and federal traffic laws and school system rules and regulations. The privilege to operate/park a private vehicle on school property shall be revoked if such laws, rules, or regulations are violated.

Students may be required to present evidence of a valid Alabama driver's license before they are authorized to bring a vehicle on school premises.

In an effort to maintain order and safety in and on school parking facilities, school personnel are authorized to secure and require students operating motorized vehicles on campus to purchase parking decals, numbers, etc. Prior authorization by a school administrator and written parent permission must be obtained for student use of automobiles or motorized vehicles for situations other than transportation to and from school (i.e., extra- or co-curricular activities, on-the-job training, etc.).

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

The private vehicles of students who exercise this privilege of operating/parking said vehicle on school system property are subject to search by school officials or law enforcement with or without the consent of the student.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

STUDENT INJURY

5.60

The following procedures shall be followed when a student is injured at a Pike County school:

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JGFG

STUDENT ILLNESS

5.61

- I. The teacher, principal or nurse shall isolate a student who becomes ill while at a Pike County school until the student can be removed to his/her home. A student with a temperature above normal, diarrhea, or emesis shall be evaluated and sent home, if necessary.
- II. In cases where a student is seriously ill, the principal and/or school nurse shall call 911 for medical assistance and arrange for transport of the student to a medical facility if necessary.
- III. The school shall attempt to notify the student's parent/legal guardian immediately.
- IV. No internal medicine of any kind may be given to a student except as described in Policy 5.62 Administration of Medication.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

ADMINISTRATION OF MEDICATION

5.62

Administration of Prescription and Non-prescription Medication

- I. Each Pike County School System school principal along with the school nurse shall designate a staff member(s) to administer medications. The staff member(s) shall be trained annually by the school nurse.
- II. Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. Administration of non-prescription medication during school hours is discouraged unless necessary for a student's illness.
- III. Instructions on using a prescription shall be provided by a physician and described on the medication container provided by the physician or pharmacist. Written instructions on using non-prescription medication shall be provided by the student's parent(s)/legal guardian.
- IV. All medications shall be delivered to the office/clinic by a parent/guardian with the following information provided:
 - A. Diagnosis;
 - B. Reason for giving medication;
 - C. Name and purpose of medication;
 - D. Time the medication is to be given;
 - E. Specific instructions on the administration of the medication;
 - F. Approximate duration of medication;
 - G. Beginning date – Ending date;
 - H. Allergies;
 - I. Side effects;
 - J. A note signed by the student's parent(s)/legal guardian to grant permission for administering the prescription medication;

Medication shall be counted with two (2) persons signing.
- V. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.

- VI. Prescription medication which is kept at school shall be stored in a secure place under lock and key with the student's name attached. Only authorized Pike County School System staff members that administer said medication shall have access to it.
- VII. A record shall be maintained on each student who receives a prescription medication during school hours, including the time each dose of prescription medication was administered.
- VIII. Students shall not possess, use, or share with other students any type of medication whatsoever, including, but not limited to, any prescription or non-prescription medication unless it is in total compliance with this policy. This shall include, but is not limited to, any herb, stimulant, or other over-the-counter (OTC) product. A failure to comply with this section shall be in violation of the Code of Student Conduct.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-29-1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JGCC

STUDENTS WITH AIDS OR HIV DISEASE

5.63

The Pike County School System 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.

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-sponsored 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 with 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.

II. Privacy

Pupils or staff members are not required to disclose HIV infection status to anyone in the education 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 the parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for 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 educational or health record without written consent.

III. Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of bloodborne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. Pike County School System employees shall implement the precautions and investigate, correct, and report on instances of lapse.

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

IV. 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 Pike County School System employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks will reflect these guidelines. First aid kits must be on hand at every athletic event.

All physical education teachers and athletic program staff will complete an approved first aid and injury prevention course that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

V. 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 educational program will

A. Be taught at every level, kindergarten through grade twelve;

- B. Use methods demonstrated by sound research to be effective;
- C. Be consistent with community standards;
- D. Follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC);
- E. Be appropriate to students' developmental levels, behaviors, and cultural backgrounds;
- F. Build knowledge and skills from year to year;
- G. Stress the benefits of abstinence from sexual activity, alcohol, and other drug use;
- H. Include accurate information on reducing risk of HIV infection;
- I. Address student's own concerns;
- J. Include means for evaluation;
- K. Be an integral part of a coordinated school health program;
- L. Be taught by well-prepared instructors with adequate support; and
- M. Involve parents and families as partners in education.

Parents and guardians will have convenient opportunities to preview all HIV prevention curricula and materials. Pike County School System 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 topics 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.

VI. 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 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 available for voluntary student use.

VII. 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 Pike County School System employees will also receive additional specialized training as appropriate to their positions and responsibilities.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-29-1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JGCC

EYE PROTECTION DEVICES

5.64

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

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-7, 16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(A)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE 5.68

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

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

An AED will be maintained on the premises of each school in the Pike County School System when possible. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. These trained employees will be designated as the school's Emergency Response Team (ERT). The lead school nurse will be responsible for coordinating the AED program, communicating with the medical director for revision of this policy as needed, and for communicating essential information to members of the school's ERT.

- I. The medical advisor of the AED program shall be a local physician. He/she will be responsible for providing medical direction, writing prescriptions for AEDs, reviewing/approving guidelines for emergency procedures related to cardio-pulmonary resuscitation (CPR) and use of AEDs, and evaluation of post-event review forms.
- II. Only employees who have successfully completed appropriate training (ERT) and/or any volunteer responder who has successfully completed an approved CPR+AED training programs and has a current course completion card are authorized AED users.
- III. Initial training in first aid/CPR/AED use will be conducted through the American Red Cross or American Heart Association. ERT members will renew CPR/AED training annually and first aid training every three (3) years. Training records will be kept by the lead school nurse.
- IV. Any responding ERT member or volunteer responder shall complete a medical event form whenever the AED is used. The school system shall provide an official form for this purpose. Any and all patient information generated during AED use must be collected into the patient's confidential medical file.
- V. All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness.
 - A. The school nurse will be responsible for informing the office personnel as well as ERT members of changes in the availability of emergency medical response equipment.

- B. The school nurse will be responsible for performing regular equipment maintenance. All maintenance tasks shall be performed according to equipment procedures as outlined by the manufacturer.
 - C. Once each calendar year, the school nurse shall conduct and document a system readiness review, including review of training records and equipment operation and maintenance records.
 - D. Once each calendar month, the school nurse shall conduct and document a system check. This will include review of emergency kit supplies, AED battery life, and AED operation status.
 - E. Following use of emergency equipment, all equipment shall be cleaned and/or decontaminated as required. The AED will be checked and put back in readiness state.
- VI. Following each deployment of the ERT or use of an AED, a review shall be conducted to learn from the experience. The school nurse shall conduct and document the post-event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement, as well as critical incident stress debriefing. A summary of the post-event review shall be sent to the medical director. The school nurse shall maintain a copy of the review summary.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

STUDENT RECORDS

5.70

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-1-3 AND -4

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JEA; JEB; JEC; JED

DIRECTORY INFORMATION

5.71

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

- I. Directory information may include the following data about a student:
 - A. Name;
 - B. Address;
 - C. Telephone number, if listed;
 - D. Email address, if provided;
 - E. Photographs, yearbook information;
 - F. Date and place of birth;
 - G. Major field of study;
 - H. Participation in officially recognized activities and sports;
 - I. Weight and height, if an athletic team member;
 - J. Name of the most recent school or program attended;
 - K. Dates of attendance at schools in the system and degrees and awards received;
 - L. Grade Level;
 - M. Homeroom Teacher Name;
 - N. Student ID Number (not social security number);
 - O. Gender.
- II. Information described herein may be published routinely by the Pike County Board of Education in conjunction with press releases about school activities, honor roll announcements, graduation programs, honor roll or recognition lists, athletic events, and other school-related activities.
- III. Directory information shall not be published when the student's parent(s)/legal guardian submits written notification to the principal prior to September 1, or within ten (10) school days after the student enrolls. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information.

- IV. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition federal legislation requires school districts receiving federal funds to provide military recruiters, upon request, with three directory information categories of data – names, addresses, and telephone listings—unless parents have advised the Pike County Board of Education otherwise as described in paragraph III above.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

FAMILY EDUCATIONAL RIGHTS AND PRIVACY

ACT OF 1974, SECTION 99.37, 16-8-8,

20 USC 7908, PL 107-110, 10 USC 503, PL 107-107

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JUNE 2005

REVISION DATE(S): FEBRUARY 16, 2009

DECEMBER 14, 2016

FORMERLY: JEAB

PARENTAL NOTIFICATION

5.72

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

No Child Left Behind Act of 2001

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01, §290-3-1-.02

HISTORY:

ADOPTED: SEPTEMBER 19, 2005

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JBDR; JFAB; JFAC

PARENT INVOLVEMENT

5.73

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

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

It is the policy of this School Board that all provisions of *No Child Left Behind Act of 2001* and the regulations are adhered to in all of our schools. This includes the provisions that involve parent involvement, parent's right-to-know, and parental notification. It also includes involving parents in an organized, ongoing, and timely way, in the planning, review, and improvement of federal programs.

Parents shall be afforded substantial and meaningful opportunities to participate in the education of their children.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

No Child Left Behind Act of 2001

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: SEPTEMBER 19, 2005

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JFAC

EXTRACURRICULAR ACTIVITIES

5.80

All extracurricular activities within the Pike County School System shall be sponsored and supervised by certified personnel. All students shall have the opportunity to participate in worthwhile extracurricular activities provided they are eligible to participate.

- I. Academic eligibility requirements shall be as listed in the Alabama Administrative Procedure Act.
- II. An extracurricular activity shall be defined as all activities recognized and sanctioned by the Alabama High School Athletic Association and other extracurricular activities that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s).

Activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pre-game, game, half time, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

- III. Extracurricular activities shall be self-supporting when possible. Students shall not be excluded from participating in activities for lack of money for dues, materials, or uniforms. However, this does not apply to charging admission for students who are participants or spectators of extracurricular activities.
- IV. Appropriate adult supervision consistent with Alabama statutes shall be provided for all students.
- V. Students may be suspended from extracurricular activities based on procedures established by the Superintendent. If a student is convicted of an on- or off-campus felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities will be suspended for the balance of the school year.

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

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PIKE COUNTY

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(17)

HISTORY:

ADOPTED: OCTOBER 2, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JBF; JHE

ATHLETICS

5.81

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1.02(17)

HISTORY:

ADOPTED: JUNE 2005

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: IDE

CHEERLEADING

5.82

The Pike County Board of Education believes the purposes of cheerleading are to promote school spirit and to provide an opportunity for selected students to participate in a leadership development activity.

In an effort to protect students who may participate as cheerleaders and to protect the interests of Pike County School System employees and the Pike County Board of Education, the following procedures are adopted as Board policy.

- I. Cheerleading squads must be under the direction of a certified Pike County Board of Education employee who serves as the coach or sponsor.
- II. The sponsor or coach must attend and actively direct all cheerleading squad functions, practices and performances.
- III. Use of mini-trampolines, springboards or any height-increasing apparatus is prohibited.
- IV. Prior to trying out for membership on a cheerleading squad, each student must present evidence from a properly licensed physician that the student is in appropriate cardiovascular condition to participate in cheerleading activities. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent/guardian and a current physical examination as required by the Alabama High School Athletic Association being on file. The permission form must advise parents/guardians of the risks associated with participation which may include serious injury or death.
- V. Cheerleading sponsors/coaches should maintain a low-impact, aerobic conditioning program for the cheerleading squad for which they are responsible.
- VI. Aerobic warm-up and stretching exercises, under the direction of the sponsor/coach, should precede all practices and performances.
- VII. No student will be required to perform any particular stunt while attempting to qualify for membership on a cheerleading squad.
- VIII. All students trying out for and participating in cheerleading squad activities must be insured under a catastrophic student accident policy.
- IX. Cheerleading stunts are limited to those types of activities unless otherwise approved by the Board which involve only a student jumping from ground level under his/her own power. No multi-person or multi-level stunts are permitted. The use of spotters for single person stunts, where appropriate, is encouraged.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

STUDENT DRUG TESTING PROGRAM

5.83

COMPETITIVE EXTRACURRICULAR ACTIVITIES

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

The Board has the right to conduct random unannounced drug screenings of students participating in competitive extracurricular activities, as well as the right to conduct specific drug screening of students whenever an administrator, a coach, assistant coach, teacher, sponsor, band director, has reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances that violate the school substance abuse policies.

STUDENT PRIVILEGES

It is the objective of the Pike County Board of Education to assure that all students who wish to take advantage of the privilege of driving a vehicle on school property and/or parking a vehicle on school property, be given the opportunity to do so in a safe, drug free environment, and that all students exercising the privilege of driving and parking on school property, be completely free of the effects of alcohol and/or the presence of other illegal or controlled substances. In an effort to meet this objective, the Board reserves the right to require any student desiring to drive a vehicle on school property and/or park on school property, be subject to and submit to random drug tests at any time while on school property, or participating in school sponsored events.

The Board will allow local principals to designate such other and additional requirements for the privilege of driving a vehicle on school property and/or parking a vehicle on school property including, but not limited to, academic standards, attendance standards, and the payment of fees. The local school principals may also establish the priority for issuance of parking permits.

The Board also has the right to require the passing of a drug test as a condition to granting such privileges, the right to conduct random unannounced drug screening for students taking advantage of student parking privileges, as well as the right to conduct specific drug screening of students whenever a school official has reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances that violate the school substance abuse policies.

STUDENTS ASSIGNED TO THE ALTERNATIVE LEARNING CENTER (ALC)

Students assigned to the Pike County Alternative Learning Center (ALC) for disciplinary action may be randomly tested for drugs and/or alcohol.

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-1-24.1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JANUARY 21, 2002

REVISION DATE(S): _FEBRUARY 16, 2009

FORMERLY: JCDA; JCDAB

STUDENT RELIGIOUS LIBERTIES AT SCHOOL 5.84

1. The Pike County Board of Education may not discriminate against students or parents on the basis of a religious viewpoint or religious expression. The Board shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the Board treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and may not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.
2. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Homework and classroom assignments shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the Board. Students may not be penalized or rewarded on account of the religious content of their work. If an assignment requires a student's viewpoint to be expressed in coursework, artwork, or other written or oral assignments, a public school may not penalize or reward a student on the basis of religious content or a religious viewpoint. In such an assignment, a student's academic work that expresses a religious viewpoint shall be evaluated based on ordinary academic standards of substance and relevance to the course curriculum or requirements of the coursework or assignment.
3. (a) Students in public schools may pray or engage in religious activities or religious expression before, during, and after the school day in the same manner and to the same extent that students may engage in nonreligious activities or expression. Students may organize prayer groups, religious clubs, "see you at the pole" gatherings, or other religious gatherings before, during, and after school to the same extent that students are permitted to organize other noncurricular student activities and groups. Religious groups shall be given the same access to school facilities for assembling as is given to other noncurricular groups without discrimination based on the religious content of the students' expression. If student groups that meet for nonreligious activities are permitted to advertise or announce meetings of the group, the Board may not discriminate against groups that meet for prayer or other religious speech. The Board may disclaim school sponsorship of noncurricular groups and events in a manner that neither favors nor disfavors groups that meet to engage in prayer or religious speech.

(b) Students in public schools may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.

4. Nothing herein shall be construed to authorize this Board, its Superintendent, officers, members, administrators and/or employees to require any student or person to participate in prayer or in any other religious activity or to violate the constitutional rights of any student or person.
5. Nothing herein shall be construed to limit the authority of the Board, its Superintendent, officers, members, administrators and/or employees to do any of the following:
 - a) Maintain order and discipline in the schools in a content and viewpoint neutral manner,
 - b) Protect the safety of students, employees, and visitors of the schools, and
 - c) Adopt and enforce policies and procedures regarding student speech at school provided that the policies and procedures do not violate the rights of students as guaranteed by the United States and Alabama constitutions and laws.
6. The provisions of this policy shall apply to all religions. Nothing herein shall be construed as establishing a particular religion nor as prohibiting the free exercise of a particular religion.

REFERENCE(S): CODE OF ALABAMA ACT 2015-129

HISTORY:

ADOPTED: MARCH 14, 2016

ACCEPTABLE USE OF COMPUTER TECHNOLOGY AND RELATED RESOURCES

5.90

The Pike County School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. These technologies, when properly used, promote educational excellence in Pike County Schools by facilitating resource sharing, innovation, and communication. To this end, the Pike County Board of Education encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Pike County School District and its schools.

- I. **Copyright Law:** It is the obligation and intent of the Board to comply with the copyright laws of the United States. Pike County School system employees and students shall use technology resources in accordance with Board policies and procedures, as well as local, state, and federal laws and guidelines governing the use of technology and its component parts.
- II. **Electronic Mail:** Electronic communication is an important skill for 21st Century students. For students in grades Pre-K – 12, the Pike County Board of Education will issue an electronic mail address. That access is intended to support only educational, instructional, extracurricular, or normal administrative activity.
 - A. Board policies and procedures shall apply to the use of electronic mail. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via electronic mail. The Board will use a filtering device to screen e-mail for spam and inappropriate content. Contents of electronic mail cannot be considered private. All contents of electronic mail are the property of the Board.
 - B. To protect the safety and security of minors when using electronic mail, locally housed chat rooms (others are prohibited), and other forms of direct communication, only Board housed and monitored sources will be used. All other communicative sources will be blocked.
- III. **The Internet:** The intent of the Pike County Board of Education is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use only information that is appropriate, beneficial, and/or required for his/her various curricular or extracurricular activities or staff duties. Teachers will screen resources that will be used in the classroom for content prior to their introduction. Board policies and procedures shall apply to the use of the Internet.
 - A. Internet access is provided to allow students, faculty, and staff to conduct research. Users will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner. Students must provide written permission from legal custodial parents, a signed copy of permission to use Internet resources for each student in the household. Students will not be allowed to conduct independent research on the Internet until receipt of the signed form.

- B. The Board provides technology protection measures that include blocking or filtering Internet access to visual depictions and text that are obscene, pornographic, or harmful to minors. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed (1) obscene, (2) child pornography, or (3) any material deemed harmful to minors.

These measures cannot be considered 100% effective. Teachers must preview required web sites and observe students using the Internet. Sites that are deemed inappropriate or a disruption of the learning atmosphere should be reported to the Director of Technology. Teachers may also request that sites be opened for periods of research.

Staff members will provide for the education of students regarding online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response.

- C. Network users are prohibited from accessing external networks or alternate Internet service providers within the Pike County School's internal network unless expressly authorized by the Superintendent or Superintendent's designee and properly protected by a firewall, other appropriate security device(s), and appropriate filtering software.
- D. All school rules and guidelines for appropriate technology use shall apply to use of the Internet. Because communications on the Internet are often public in nature, all users must engage in appropriate and responsible communications with particular regard to avoiding disruption of the educational environment.
- E. Student posting of personal information of any kind about themselves or others is prohibited. Personal information includes home and/or school addresses, work addresses, home and/or school phone numbers, names social security numbers, pictures, etc.
- F. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.

IV. **Student Online Communication:** The use of online student communication (email, wikis, blogs, chat rooms, etc) is essential for communication between teachers and students. Student must use computers appropriately, agree to all rules of etiquette established by the Pike County School System, and sign an Acceptable Use Policy Agreement acknowledging understanding and acceptance of these rules. Student obligations and responsibilities for online communication are as follows:

- A. Students will communicate via online communications cautiously and with discretion. This includes student email, wikis, blogs, etc.
- B. Pike County School System officials reserve the right to monitor any online communication(s) for improper use.
- C. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by Pike County School system officials or their designee.

- D. Students will refrain from including information in email messages that is not appropriate for printing or discussion in a public setting. Privacy cannot be assured in online communications.
- E. Students will not send unsolicited online communications to fellow classmates. All online communications among classmates should be course related.
- F. Students will not use the network to conduct commercial or for-profit business, advertise a product, or conduct political lobbying.
- G. Students will protect the confidentiality of other users' mail or files.
- H. Students will not read the mail or files of others and shall not attempt to interfere with another user's ability to send or receive electronic mail.
- I. Students will not attempt to delete, copy, modify, or forge online communications of others.
- J. Students will not use the network to develop a program that harasses other users or infiltrate a computer or computing system and/or damage the software components of a computer by developing a computer virus.
- K. Students shall not use the network for hate mail, chain letters, harassment, discriminatory remarks, or other antisocial behaviors.
- L. Students shall not install any software, including shareware and freeware, on any Pike County Schools District computer.
- M. Students shall not participate in any "hacking" activities or any form of unauthorized access to other computers, networks, or information systems from a Pike County School District computer.
- N. Students shall not play any games on the Pike County School District computers unless specifically authorized by a teacher for instructional purposes.
- O. Students will keep personal account numbers, home addresses, and telephone numbers private and keep secret passwords issued for school access.
- P. Students will report any communications that are inappropriate or which make them feel uncomfortable to the classroom teacher or other local school officials.
- Q. Students should exercise caution in supplying information requested in online communications, especially when such communications are from adults who ask for personal information, attempt to schedule meetings, or encourage personal contact.
- R. Students will abide by all local, state, and federal laws and policies related to Internet usage and online communications. Pike County School System employees will cooperate fully with local, state, and federal officials in the investigation of illegal activities conducted through the use of the Internet or online communication.
- S. The use of online student communication is a privilege, not a right. Inappropriate use may result in cancellation of those privileges.
- T. Students who fail to abide by Pike County School System online communications policies shall be subject to disciplinary action, revocation of the use account, and legal action as deemed appropriate.

- V. **District, School, and School-Sponsored Activity Web Sites:** Because any school system web sites can be globally available and represent the community at large, the designated school system webmaster will review all web sites and/or new features and links before adding them to the system web server. Review includes coordination with and approval of the school Principal and Superintendent. Only the designated school system

webmaster may place web sites, features, or links on the web server. The webmaster may reject all or part of proposed home pages and/or new features and links for technical reasons.

- A. The legal and ethical practices and responsibilities of appropriate use of technology resources be taught to all students and employees in the system (i.e. during lab orientation, network orientation, faculty meetings, etc).
 - B. Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the Principal and/or Technology Coordinator.
 - C. All Board technology resources, regardless of purchase date, location, or fund sources (including donations), are subject to this policy.
 - D. Students who misuse the school system's technology will be subject to denial of computer usage, monetary charges, detention, suspension, and/or expulsion.
 - E. Employees who misuse the school system's technology may be subject to denial of computer usage, monetary charges, reprimands, and/or loss of employment.
 - F. Violation of civil and/or criminal law relating to technology and its use will result in the notification of law enforcement officials.
- VI. An Acceptable Use Policy acknowledgement form shall be maintained on all students at the local school. Students violating this policy shall be subject to disciplinary action.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: AUGUST 20, 2001

REVISION DATE(S): JANUARY 14, 2021

FEBRUARY 16, 2009;

SEPTEMBER 14, 2009

FORMERLY: GE

SUICIDE AWARENESS & PREVENTION

5.91

- I. 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 recovery with students at risk, their families and the communities that may be affected. This act, which amends 16-28B-8 of the Code of Alabama 1975, includes prevention of harassment and violence.
- II. The Pike County Schools will:
 1. Foster individual, family, and group counseling related to suicide prevention
 2. Make referral, crisis intervention, and other related information available for students, parents, and school personnel
 3. Foster training for school personnel who are responsible for counseling and supervising students
 4. Increase student awareness of the relationship between drug and alcohol abuse and suicide
 5. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide
 6. Inform students of available community suicide prevention services
 7. Promote cooperative efforts between school personnel and suicide prevention program personnel
 8. Foster school-based or community-based, or both, alternative programs outside of the classroom
 9. Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues related to attempted suicide, suicide, the death of a student, and healing
 10. Engage in any other program or activity which the board of education determines is appropriate and prudent in the efforts of the school system to prevent student suicide
 11. Provide annual training for all certificated school employees in suicide awareness and prevention.

III. Responsibility of Reporting

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-40-9

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-40-9

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 13, 2017

Technology and/or Equipment for Student Use at Home 5.92

The Pike County School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools.

The following procedures will be used for students who need to use school equipment or devices at home.

- The student and parent must sign a current Acceptable Use Policy Form and Student Code of Conduct Form.
- An annual fee must be paid before a device is assigned to the student. There will be a fee cap per family per year. If this fee creates a financial hardship on the student or parent, the parent should contact the school administration about payment options. Upon proof of financial hardship, the administration may elect to create a payment plan for the student to pay out fees over time.
- Students will use the equipment to access only educationally and socially appropriate materials and websites.
- Student may not use any school equipment to purchase goods and services via the Internet.
- Students are expected to adhere to any additional requirements set forth by their school administration and/or their classroom teacher.
- Equipment will only be used in appropriate ways to meet the educational expectations of Pike County Schools. The equipment or device will not be used to:
 - Communicate using inappropriate language via emails, journals, wikis, blogs or other forms of communication
 - Create or encourage others to create discourteous or abusive content
 - Spread rumors, gossip, or engage in activity that is harmful to other persons
 - Make or distribute inappropriate or unethical material
- School officials may revoke a student's use of the equipment at any time for misuse or violation of these policies. Pike County Schools reserves the right at any time to demand return of the equipment.

- Should a student withdraw, a pro-rated refund can be issued, provided the equipment/device is in operational order and in good condition. These funds will be used to provide for the repair and maintenance of the device.
- All repairs on Pike County School equipment must be completed through the Pike County Schools IT Department.
- Willful, deliberate, or habitual damages to any equipment will cause Pike County Schools to charge the student/parent the full cost of the replacement or repairs to the equipment. Such cases may be turned over to the Pike County Sheriff's Office.
- All equipment reported stolen must be reported, as soon as possible, to school administration. A police report to be turned in to school administration is required within 48 hours, if not the student will be responsible for payment of replacement.
- All equipment is subject to inspection at any time without notice and remains the property of Pike County Schools.
- ALL damage incidents will be investigated by administration.
- The Usage Fee will NOT cover repairs from issues resulting from:
 - Damage resulting in a broken screen caused by abuse or misuse. The Usage Fee may be deducted from the actual cost of the screen. Subsequent broken screens may be charged at full cost.
 - Damage caused by accident, abuse, or misuse; to include, but not limited to, scratches, dents, and broken areas around ports, that does not otherwise affect functionality or impair your use.
 - Damage because of a pet.
 - Damage as a result of leaving the device in a hot car
 - Damage as a result of food, drink, or other liquid on or near the device
 - Damage because of negligence; to include, but not limited to, leaving the device or unattended, leaving the device or charger in an unsafe location or position, misuse, or device is not handled properly.
 - Damage caused by operating the product outside the permitted or intended uses.
 - Damage to a part or product that has been modified to alter functionality or capability without the written permission of Pike County Schools.

- Any issue when the serial numbers, computer number, or barcode has been removed.
 - Loaning your device or charger to another student/person.
- All equipment must be returned to Pike County Schools at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Pike County Schools for any reason must return their individual school equipment and accessories on the date of termination. Willful failure to return the equipment in accordance with the stated conditions will result in criminal prosecution.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16.8.8, 16-13-231

HISTORY:

ADOPTED: JULY 20, 2020

OPT-IN FOR MENTAL HEALTH SERVICES BY PARENT OR LEGAL GUARDIAN

5.93

No student under the age of fourteen may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others.

For purposes of this policy, "mental health services" includes services, treatment, surveys, or assessments relating to mental health; however, it does not include instructional activities designed to educate students regarding topics related to mental health (1) contained in the school system's approved curriculum or (2) otherwise required to be taught by law (e.g., Erin's Law; Jason Flatt Act).

This policy is not applicable to any school counseling services or "mental health services" contained in a student's PST, IEP, or §504 plan. Consent for those services will be obtained in accordance the specific procedures required by federal and/or state law, and information regarding any mental health services will be provided in the pertinent plan.

A. Written Notification – At least annually, the school system shall provide parents and legal guardians a written notification regarding school provided or sponsored mental health services. The notification will include the purpose and general description of each of the mental health services available; information regarding ways parents may review materials to be used in guidance and counseling programs available to students; and information regarding ways parents may allow, limit, or prevent their student's participation in the programs.

The written notification may be provided electronically, including through the school system's online enrollment portal or by such other means and methods as are customarily used for such purposes.

B. Opt-In To Participate in Mental Health Services –

1. General Requirement – For a student under the age of fourteen to participate in mental health services, written permission by the student's parent or legal guardian is required annually. The written permission must be specific as to any treatment and not broad in nature. Parents and legal guardians may be provided the opportunity to opt-in electronically during online enrollment or by such other means and methods as are customarily used for such purposes.

2. Rescinding Permission – A parent or guardian may rescind permission for a student to participate in mental health services at any time by providing written notice to school administration
3. Requests for Opt-In and Referrals Authorized – If a parent or legal guardian does not initially opt-in to mental health services, school officials may contact the parent or legal guardian to (1) attempt obtain permission for the student to participate in mental health services if the school official believes that the student would benefit from services or if circumstance arise for which services could be beneficial; and/or (2) provide a parent or legal guardian with a referral or information regarding mental health services that may be available to a student through other agencies or providers.
4. Exception for Imminent Threat – If a parent or legal guardian has not opted-in to mental health services, a student may be provided mental health services if there is an imminent threat to the health of the student or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.

C. Information for Parents/Legal Guardians – If a student's parent or legal guardian elects to opt-in to mental health services, the counselor providing services shall keep the parent fully informed regarding any diagnosis and any recommendations for additional counseling or treatments beyond the services for which the parent or legal guardian has already opted in. The parent shall have the authority to make final decisions regarding any such recommended counseling and treatments.

D. Recordkeeping – Written records maintained by the school system and directly related to a student's mental health services will be treated in the same manner as health care records and are subject to the confidentiality protections applicable to education record generally. Such records will be available for examination and review by authorized persons in the manner prescribed and to the extent required by federal and/or state law.

Records pertaining to a student's mental health services will be kept separately from academic records unless including such record(s) in the student's academic record is necessary to implement a state and/or federal law (e.g., special education referral process).

STATUTORY AUTHORITY:

CODE OF ALABAMA

LAW(S) IMPLEMENTED:

CODE OF ALABAMA ACT 2022-442

ADOPTED

JULY 25, 2022

ARTIFICIAL INTELLIGENCE ACCEPTABLE USE POLICY 5.94

This policy outlines the acceptable use of artificial intelligence (AI) tools and applications within Pike County Schools to ensure their safe, ethical, and responsible use.

Pike County Schools acknowledges that technology is ever-changing and has a tremendous impact on our global society, local community, and classrooms. Artificial Intelligence (AI), including generative forms of AI, is becoming more a part of our everyday lives. It is our responsibility to educate and train students and employees to utilize AI in an ethical and educational way.

Therefore, Pike County Schools is not banning the student or employee use of AI, but each student and employee must be aware of the limitations and guidelines of its usage:

Pike County Schools student and employee email accounts and devices access to specific open AI software, such as ChatGPT, are blocked due to data and security concerns. Any misuse of AI tools and applications, such as hacking or altering data, is strictly prohibited. Teachers may allow the use of AI for curriculum purposes. Access to specific websites will be granted on an as needed basis when it is assured that adherences to specific data and privacy guidelines regarding age restrictions and usage are intact. Requests for access may be submitted to the system's technology coordinator and will be approved by the superintendent.

College Board and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of Artificial Intelligence. Pike County students participating in dual enrollment programs must adhere to the AI policies of those institutions.

Students and employees who use AI software with a personal device and/or personal credentials should do so at their own risk – acknowledging that each platform is collecting various forms of data.

Students must acknowledge their use of AI in any capacity as it relates to their schoolwork: text, image, multimedia, etc.

The use of AI could be subject to the Academic Dishonesty Policy.

Students should acknowledge that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims. All users must also be aware of the potential for bias and discrimination in AI tools and applications.

Students and employees may be subject to disciplinary action for use of AI that is unsafe, unethical, or violates any local, state, or federal law.

HISTORY:

ADOPTED: FEBRUARY 12, 2024

REVISION DATE(S):

DISTRIBUTION OF EXPLICIT IMAGES

5.95

The Pike County School System prohibits students from capturing, distributing, displaying, soliciting, possessing, or producing sexually or pornographically explicit images of any individual, including sexually explicit images of a child. This prohibition applies whether or not the image is of an identifiable person nor whether the age of the individual can be determined. This prohibition includes images of known and unknown individuals and those generated by artificial intelligence.

This policy shall be incorporated into the Code of Student Conduct and treated as a Class 4 offense.

STATUTORY AUTHORITY:

CODE OF ALABAMA

13A-6-240, 13A-12-190, 13A-12-191, 13A-12-192, 13A-12-193, 13A-12-194, 13A-12-196, 13A-12-197, 13A-12-198

ACT# 2024-98

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

13A-6-240, 13A-12-190, 13A-12-191, 13A-12-192, 13A-12-193, 13A-12-194, 13A-12-196, 13A-12-197, 13A-12-198

ACT# 2024-98

HISTORY:

ADOPTED: AUGUST 19, 2024

EMPLOYMENT

6.10

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-23-1

Civil Rights Act of 1964 and Amendments;

Section 504 of the Rehabilitation Act of 1973,

Americans with Disabilities Act of 1993

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§209-2-1-5

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GAAB; GAB; GAKBA; GBD; GCD; GCE

EMPLOYMENT STATUS

6.11

- I. Full Time - A regular full time certified employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the Pike County Board of Education for that position or job. A full time support employee includes adult bus drivers and those employees working twenty (20) or more hours per week.
- II. Part-time - A part-time certified employee is a person who is employed to render less than the number of hours each day as established by the Pike County Board of Education for a regular full time employee. A part-time support employee is a person employed less than twenty (20) hours per week.
- III. Temporary - A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may be a part-time or a full-time employee.
- IV. Contracted Services – Individuals providing contracted services for the Pike County School system are not considered full time, part-time, or temporary employees. These individuals are bound by the terms of the contract written or as prescribed by the Board.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 36-26-100

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

POSTING VACANT POSITIONS AND RECRUITMENT

6.12

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

- VI. The Superintendent shall establish and maintain a plan for actively recruiting promising personnel for employment by the Pike County School System. The recruitment program may include, but shall not be limited to, the following:
- A. Interview prospective employees prior to graduation at area colleges;
 - B. Mail applications when requested by prospective personnel;
 - C. Advertise and/or disseminate information about job vacancies; and,
 - D. Review files obtained by college placement bureaus, the AEA office, and the Alabama State Department of Education.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-22-15, 16-24B-7, 16-4-9

Legislative Act 98-147

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): JULY 6, 1998; FEBRUARY 16, 2009

FORMERLY: GAKC; GBC; GBE

JOB DESCRIPTIONS

6.13

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-22-15

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GAKD

CONFLICTS OF INTEREST

6.14

The Pike County Board of Education prohibits school system employees from engaging in additional employment or any other personal pursuits that would affect their efficiency or usefulness as employees in the system; that would make time and/or energy demands upon such individuals which would interfere with their effectiveness in performing their contractual obligations to the Board; that would compromise, embarrass, or bring discredit upon the school system; that would adversely affect their Pike County School System employment status or professional standing; or that would in any way conflict with or violate professional ethics or the state ethics laws.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-24-8, 36-25-1(8), 36-25-2(a), (b), (d),

36-25-5(a), 36-25-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-1

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GAJA; GAJB; GALAB

GIFTS

6.14.1

- I. Staff members may, at their discretion, present personal gifts to student(s) on special occasions. Pike County School System staff members must exercise good taste and sound professional judgment when giving gifts to students. Gifts provided by staff members to students must not be elaborate or expensive.
- II. Pike County School System staff members shall not solicit any gift or service at any time for personal gain, or accept a gift, including money, from any source, when such a gift could be construed to be:
 - A. associated with the performance of school-related duties or activities;
 - B. a result of or a precondition to business transactions between the parties;
- III. Gifts of a nominal value on special occasions such as Valentine's Day, birthday, etc., are excluded from this provision.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-9, 36-25-1, et al.

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JL

NEPOTISM

6.15

- I. A Pike County School System employee may not be recommended for employment or be supervised by a close relative.
- II. Two or more close relatives may not work in the same administrative unit except by special permission of the Superintendent.
- III. Close relatives are defined as mother, father, son, daughter, brother, sister and spouse and in-laws of the same. This includes any other individual who by marriage assumes one of these relationships, i.e. step-parent, step-child, etc.
- IV. All personnel employed, as of the adoption date of this policy who are in violation of this provision, are exempted from this policy.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-30, 41-1-5

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-.01

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GAC

EMPLOYMENT REQUIREMENTS

6.16

Any person desiring employment by the Pike County Board of Education shall file a completed application on the form provided by the Superintendent.

- I. Qualifications
 - A. Must be of good moral character
 - B. Must have attained the age of twenty-one (21) years with the exception of students employed by the Pike County Board of Education.
- II. Certificate requirements - Each applicant for an instructional or a certified administrative position shall hold a valid Alabama Teacher's Certificate and all career/technical personnel shall meet the State Department of Education requirements and have the proper license to perform services.
 - A. To be considered for a position, an applicant shall be properly qualified for that position in accordance with state law, regulations of the State Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the contract of employment.
 - B. Any person not holding a valid Teacher's Certificate at the time of employment shall be required, upon initial employment to make application to the State Department of Education for such a certificate, through the personnel office of the Pike County School System. When such certificate is received, it must be filed with the office of the Superintendent. If the State Department of Education declines to issue a certificate, the person's employment shall be terminated immediately. Failure to file for such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.
- III. Criminal background checks by means of fingerprinting for prospective and current employees who have unsupervised access to students shall be conducted consistent with requirements of law. Additional pre-employment checks using the Alabama standards for determining highly qualified teachers, requirements of the No Child Left Behind Act of 2001, and suitability reports generated by the Alabama State Department of Education are components of the employment requirements of the Pike County Board of Education.
- IV. The Pike County School System shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity to ensure equal employment opportunity. Neither the system nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-22A-1 et seq., 16-23-1 et seq.

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): JULY 6, 1998; FEBRUARY 16, 2009

FORMERLY: GBA; GBBA; GBBAA

MEDICAL EXAMINATIONS

6.16.1

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-18.1, 16-8-8, 16-22-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GAMA; GAMAB

LICENSE OF SCHOOL BUS DRIVER

6.16.2

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

- I. Bus drivers must be eligible for the Pike County Board of Education's liability insurance coverage.
- II. All school bus drivers shall:
 - A. Hold a valid Commercial Driver's License (CDL);
 - B. Complete required initial training and annual recertification training;
 - C. Pass written and driving performance tests.
 - D. Complete requirements for "S" endorsement.
- III. Bus drivers who fail to maintain the certification, insurability, licensure, endorsement, and/or training status described shall be terminated.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-27-4, 32-6-49.1, et seq.

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-4-.04

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GCA

FACULTY AND STAFF DRESS CODE

6.16.3

Purpose: Pike County Schools recognizes that professional attire helps set the tone of an educational system. The professional status of staff members is reinforced by appropriate dress and appearance. Since students learn by example, it is important that employees serve as role models for students. Moreover, the community's perception of the school system and the education profession is related to the manner in which employees present themselves. All employees of Pike County Schools shall use good judgment in their choice of appearance at work by dressing in a way that is appropriate to the situation and in the manner that will invoke a positive impression with students, parents, colleagues, and the community. Professional dress promotes a working and learning environment that is conducive to high student and staff expectations and performance. Employee attire should, at all times, be distinguishable from that of students.

Enforcement: Administrators and other supervisors are given the authority and responsibility for ensuring compliance with the dress code policy. Any employee whose attire or dress is not professional will be directed to comply with the Pike County Schools dress code policy. Employees found in violation of the policy may be sent home and required to return to work in professional and acceptable attire. Employees will not be paid for time away from work. Repeated offenders will receive written notification of violations which will be placed in their personnel file.

Specific Requirements:

1. Hair, including facial hair, should be kept neat, clean, and should not detract from the learning environment.
2. Shoes are part of professional dress and project business attire. Shoes and/or sandals will be worn and shoes designed to be laced will be laced. Shoes with cleats, rubber crocs, house shoes, and beach type shoes are inappropriate. Jogging, running, and other exercise shoes may only be worn in the physical education/athletic setting. Appropriate shoes include but are not limited to, dress shoes or pumps, leather-like suede or loafer style shoes; boots; closed-toed mule or closed-toed slide styles. Opened-toes shoes with dress appearance and/or dress heel are also appropriate.
3. Female faculty members should wear skirts, and dresses that are a modest and professional length falling at or below the knee. Dress slacks and Capri pants are also acceptable attire.
4. Male faculty members should wear collared shirts (such as polo style, oxford style), or dress shirts (long or short sleeved), or dress shirts with a banded or mock collar. Dress slacks and business casual pants are professional and appropriate for the workplace.
5. Shirts and blouses will be worn tucked in, unless designed to be worn outside the pants or skirt.
6. The wearing of jewelry is permissible only to the extent that it is worn in a manner that is not likely to distract students or disrupt the learning environment.

7. T-shirts with school-related insignia can be worn on designated day(s) with the approval of the principal and/or superintendent.
8. Professional attire for physical education teachers and coaches will include the following: dress or khaki shorts with zippers worn at the knee or wind pants and athletic dress shirts during physical education classes. Physical education teachers and coaches are to be in professional faculty attire while in the regular classroom and when professional activities are being conducted. Sweatpants, elastic-banded shorts, drawstring shorts, or t-shirts without the school colors or school insignia are prohibited.
9. Sun glasses/visors, hats and other head coverings may not be worn in buildings except in cases when religious or medical waivers have been granted by the superintendent.
10. The following items are prohibited:
 - a. Visible undergarments, see-through clothing or fishnet fabrics, halter-tops, off-the-shoulder or low-cut tops, and bare midriffs strapless tops, spaghetti-strapped tops, tank tops;
 - b. Tight or form-fitting clothing, such as leggings, and spandex slacks;
 - c. Overalls of any fabric;
 - d. T-shirts, sweatpants, sweatshirts, athletic, wind suits, jogging suits, warm up suits, skorts, and shorts;
 - e. Denim jeans, denim capris, denim jumpers, and denim slacks;
 - f. Visible body piercings, including but not limited to, nose rings, eyebrow rings, rings in the tongue or lips.

NOTE: While tattoos are not prohibited, employees are asked to conceal them if possible.

Additional Requirements: Certified employees working in specialized and/or high safety risk environments (i.e. auto and welding shops, science labs, etc.) are expected to wear safety gear in defined by and in compliance with OSHA and/or other regulatory standards.

Authorization: The superintendent is authorized to develop procedures for implementation of this policy. All administrator, faculty, and staff will dress in a professional manner in accordance with administrative regulations and procedures set forth by Pike County Schools.

Authorized Exemptions: In enacting this dress code policy, Pike County Schools recognizes there are occasions when individuals may need to wear specific clothing items for medical reasons or as part of a legitimate personal religious practice, or for some other legitimate purpose. When such is the case, the employee will provide documentation to his or her administrator or supervisor for the medical necessity or legitimate purpose that gives rise to the need for deviation from this dress code policy.

HISTORY:

ADOPTED: JULY 25, 2011

REVISION DATE: July 25, 2022

11/7/2024, 8:14:47 AM

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PIKE COUNTY

TEACHERS' BILL OF RIGHTS

6.16.4

The Pike County Board of Education recognizes the importance of maintaining a safe and effective learning environment for both students and educators. In alignment with Legislative Act No. 2024409, also known as the Teachers' Bill of Rights, this policy outlines the procedures and guidelines to be followed by teachers to remove disruptive students from the classroom. All actions by teachers to remove students from class in accordance with this Act must comply with state law and protect the rights and responsibilities of educators and students alike. This policy applies to all certified and non-certified employees within the district.

The Teachers' Bill of Rights requires every teacher to have an approved classroom management plan and affords teachers the right to exclude disruptive students from their classrooms in certain circumstances. The purpose of this policy is to outline the standards applicable to the development and approval of required classroom management plans; the standards applicable to the exclusion of a student from the classroom by a teacher; and the appeal process available to a teacher if a student is returned to the classroom by the principal.

For purposes of this policy, the term principal also includes assistant principal, vice principal, or his or her designee.

A. Classroom Management Plans: Each classroom plan must be approved by the principal before the tenth day of instruction for students during each academic year. Principals are authorized to set a deadline for submission of classroom management plans by teachers that provides them with ample time to review and approve plans and seek revisions.

Teacher Responsibilities - Before removing a student, the teachers must:

- Follow the approved classroom management plan. This includes but is not limited to the posting of the district's unified classroom rules in the classroom, the distribution the Student Code of Conduct to students and parents/guardians, and the documentation of the utilization of strategies with the individual student to modify the student's behavior. These may be strategies taught through professional development activities provided by the district such as HELP, MTSS, Wong, Tier 1 - Marzano or strategies provided for and recommended via an individual student's behavior modification/intervention plan.
- Document parent/guardian contact by phone, in person conferences, or by other methods.

- Not use Corporal Punishment as it is no longer an approved option to address student misbehavior.
- Document all interventions and attempts to manage the student's behavior within the classroom using the district's designated discipline forms (Class I and Narrative Form).

B. Exclusion of Student from Classroom by Teacher: A teacher may exclude a student from his or her classroom due to their behavior only if: The student has:

- Engaged in disorderly conduct, which is defined by the Act as any conduct that intentionally disrupts, disturbs, or interferes with the teaching of students or disturbs the peace, order, or discipline at any school;
- Behaved in a manner that obstructs the teaching or learning process of others in the classroom;
- Threatened, abused, intimidated, or attempted to intimidate an education employee or another student;
- Willfully disobeyed an education employee;
- Used abusive or profane language directed at an education employee;

The referring teacher having followed his or her approved classroom management plan and completed any required referral form and submitted it to the principal or his or her designee may exclude the student from the classroom.

C. Principal Review and Decision: The Superintendent shall develop guidance and procedures for principals to handle instances of student exclusion pursuant to this policy and consistent with Alabama and Federal law.

D. Appeal: An appeal may be filed by a teacher if (1) a principal refuses to allow a student to be excluded from the classroom under this policy, or (2) a teacher believes the school principal has prematurely ended the exclusion of a student from the classroom under this policy.

The appeal process available under this policy may not be invoked if:

- The decision not to exclude a student from the classroom or to return a student to the classroom results from a decision reached at the end of a

school disciplinary hearing required by the Code of Conduct or state or federal law;

- A 504 or IEP team or other legally authorized person or entity determines that a student with a disability has the right to remain in or return to the classroom under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990; or
- The student is otherwise legally entitled to remain in or return to the classroom.

1. **Filing of Appeal:** The teacher must complete and submit the approved appeal form to the Superintendent within 3 days of the principal's refusal to exclude the student from the classroom or the return of the student to the teacher's classroom.

The appeal form shall be directed to the Office of the Superintendent and Office of the Administrative Assistant for Prevention and Support Services. In the space provided on the form, the teacher must provide a statement which defines the manner in which the school principal's disposition in administering discipline to the student was inconsistent with the consequences assigned to specific discipline code violation(s) found in the Board approved Student Code of Conduct.

2. **Status of Student During Appeal:** During the pendency of an appeal, the decision of the principal regarding the placement of the student, if any, will remain in effect.

3. **Administrative Review:** Upon receipt of a timely appeal, the Superintendent or designee shall start an investigation of the appeal. The investigation may include interviews of the teacher, the principal, and/or witnesses; obtaining or reviewing written statements, classroom management plans, or other pertinent documents; holding administrative conferences, and any other lawful action deemed necessary to reach a just disposition of the appeal at the discretion of the investigator.

Upon completion of the investigation, the Superintendent or designee shall prepare a written recommendation regarding the issues raised in the appeal.

The written recommendation of the Superintendent shall be transmitted to the teacher within 10 days of the date on which the appeal is filed. Should the

Superintendent need additional time to issue a written decision, the teacher shall be notified of same in writing and advised of when the decision will be issued.

4. **Appeal to Local Board of Education:** A teacher may appeal the decision of the Superintendent to the Local Board of Education by filing a written notice of appeal with the Superintendent within 3 day(s) of receipt of the Superintendent's written decision.

The Superintendent shall transmit to Local Board Members for their review a copy of the written appeal, the decision, and all evidence considered at any stage of the administrative review process.

Not later than 20 day(s) following receipt of the notice of appeal by the Superintendent, the Local Board shall meet to consider the appeal. After consideration of the appeal and administrative record, the Local Board may, by majority vote:

- Affirm the decision of the Superintendent;
- Reverse or modify the Superintendent's decision; or
- Defer final action pending a hearing before the Local Board.

5. **Hearing Process:** If a hearing is requested by a majority of the Local Board, the hearing shall be set within 20 days. The hearing procedures shall be determined by the Local Board. A final Local Board decision on the appeal shall be issued within 20 days after the hearing ends. The Local Board shall give written notice of its final decision to all parties.
6. **Local Board's Decision.** The Board's decision shall be final, and the Superintendent will take steps to implement the decision.

E. Principal Procedures for Exclusion

1. **Step One:** Any student excluded from a referring teacher's classroom shall be placed under the control of the school principal or his or her designee.
2. **Step Two:** The principal will review the referral from the teacher and determine whether the teacher followed his or her approved classroom management plan before excluding the student:

- a. If not, the principal may return the student to the classroom and no further action is necessary.
 - b. If so, the principal will review the referral and determine whether allegations against the student include behavior that allows the referring teacher to exclude the student from the classroom under this policy.
 - i. If not, the student will be returned to the classroom. However, the if the student engaged in behavior that otherwise violates the Code of Conduct, the principal may discipline the student.
 - ii. If so, the principal will determine whether the student engaged in the behavior and, if so, determine what disciplinary action is called for under the Student Code of Conduct.
 - c. If a student in grades six through twelve is excluded by the referring teacher for his or her disorderly conduct, interference with an orderly educational process, or obstruction of the teaching or learning process of others in the classroom, the student may not be readmitted to the referring teacher's classroom for at least the remainder of the school day. The principal must communicate with the referring teacher regarding the student before he or she may be readmitted to the classroom.
 - d. If a student is returned to the classroom after being excluded by the referring teacher, the principal or his or her designee must provide written certification to the referring teacher that the student may be readmitted and the type of disciplinary action, if any, that was taken.
3. Step Three: Before returning a student to the classroom of the referring teacher, the principal will also review the records of the student to determine if the student has previously been properly excluded from the referring teacher's classroom.

- a. If a student has been excluded from the classroom two times in one semester, the principal will determine whether all other reasonable means of classroom discipline have been exhausted:
 - i. If not, the principal will take steps to work with the referring teacher to implement additional classroom discipline measures to address the student's behavior.
 - ii. If so, the student may be readmitted to the classroom only after:
 - a) The principal, referring teacher, and, if possible, the student's parent or guardian have held a conference to discuss the student's disruptive behavior patterns;
 - b) The principal informs the teacher of any course of discipline for the student going forward; and
 - c) The student's parent or guardian has been informed of the course of discipline.
- b. If a student's disruptive behavior persists following their readmittance to the classroom, upon the teacher's request, the principal shall assign the maximum discipline provided for by the student code of conduct for the infraction, including, but not limited to, transfer to an alternative school that is approved by the Superintendent.
- c. If, during a 30-day period, a student in grades sixth through twelve is excluded for the remainder of the school day a total of three times, that student shall receive, as determined by the principal, in-school or out-of school suspension or may be recommended for placement in an alternative school, if one is available within the school district.

Nothing in this policy shall be construed to infringe on any right provided to a student pursuant to the Individuals with Disabilities Education Act (IDEA), the Family Educational Rights and Privacy Act (FERPA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990, provided that student information

related to this policy shall be included as necessary into any and all Individualized Education Plans (IEPs), behavioral intervention plans, and other similar documents.

Generated pursuant to Act 2024-409 (Teachers' Bill of Rights)

HISTORY:

ADOPTED: AUGUST 19, 2024

USE OF FEDERAL FUNDS FOR TEACHERS TO BECOME HIGHLY QUALIFIED

6.17

- I. The No Child Left Behind Act of 2001 requires that all public elementary, middle, and secondary teachers of core academic subjects meet the federal definition of “highly qualified”. It is a professional development priority to assist teachers to become “highly qualified.”
- II. Title I federal funds may be used to assist teachers in Title I schools to attain the “highly qualified” status. Funds must be used according to the specified priorities.
 - A. Priority 1 – Teachers in Title I funded programs
 - B. Priority 2 – Paraprofessionals in Title I funded programs
 - C. Priority 3 – Other teachers in core courses in Title I schools
- III. Title II funds (professional development) may be expended to assist teachers of core courses in non-Title I schools to become “highly qualified.”
- IV. Any teacher who does not meet the “highly qualified” status must seek assistance from the central office or the State Department of Education regarding courses needed to satisfy the federal requirements. When required courses are determined, it shall be the teacher’s responsibility to enroll in and complete the necessary courses.
- V. A teacher who has satisfactorily completed coursework to meet the “highly qualified” status may submit receipt(s) and transcript(s) to the central office for reimbursement of tuition costs. Reimbursement is limited to those courses which enable a teacher to become “highly qualified” and is contingent on the availability of federal funds budgeted for this purpose.
- VI. Federal funds which are designated to be used to assist teachers to become “highly qualified” may be used to reimburse teachers for the fee of the Praxis II test. The teacher may be reimbursed for the one-time test fee when proof of a passing score is provided to the central office. Reimbursement is contingent on the availability of federal funds and shall not be given for preparation materials, preparation courses, or repeated tests.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, No Child Left Behind Act of 2001

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01(9)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

SUBSTITUTE TEACHERS

6.20

- I. Substitutes for certified positions shall be provided by Kelley Educational Services through contract. All substitutes shall meet state requirements for certification and background review.
- II. In the event that Pike County School System ceases to contract for substitute services, an approved list of Pike County School System substitute teachers shall be provided to the schools. The principal or his/her designee shall secure all substitute teachers from this approved list.
- III. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required:
 - A. Be at least twenty-one (21) years of age unless otherwise approved by the Superintendent;
 - B. Hold a valid teacher's certificate or valid substitute teacher's license; and,
 - C. Have on file a clear suitability report from the Alabama State Department of Education arising from an ABI and FBA criminal background check.
- IV. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted by the Pike County Board of Education.

REFERENCE(S):

CODE OF ALABAMA

16-22A-1 et seq, 16-25-26, 16-8-8

Legislative Acts 95-313 and 95-314

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

CONTINUING SERVICE STATUS/TENURE

6.21

- I. Administrative and Supervisory Personnel - With the exception of contract principals, those Pike County School System employees covered by the Fair Dismissal law and those prevented from earning tenure based on state law are required to serve a probationary period of three (3) years following appointment to said administrative or supervisory position.

Administrators and supervisors covered by the Tenure Law who successfully complete the three (3) year probationary period shall attain tenure in accordance with Alabama law. Re-employment for the fourth consecutive year is necessary for an administrator coming from outside the system.

- II. Teaching Personnel - The probationary period shall be three (3) consecutive years of service as a teacher in the Pike County School System. Upon re-employment in the same school system for the succeeding year the teacher shall attain continuing service status.

- III. Non-certified Personnel - The Pike County Board of Education shall grant non-probationary status to bus drivers, cafeteria workers, custodians, secretaries, clerical assistants, supervisors and all other persons not certified by the State Board of Education who are employed full time by the Board and who have successfully served a probationary term of thirty-six (36) months from the date of initial employment.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-24-1, 16-24-2, 36-26-100 to -104.

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): JULY 6, 1998: FEBRUARY 16, 2009

FORMERLY: GBP, GBL

VIOLATION OF LAW

6.30

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-24(e), 16-12-3(a), 36-25-2(a), (b), (d), 36-25-5(a),

36-25-7, 36-25-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

EMPLOYEE POSSESSION OF DEADLY WEAPONS 6.30.1

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

The Pike County Board of Education authorizes the Superintendent to immediately and automatically suspend, propose to terminate, or separate from service in accordance with Board policy and the tenure and fair dismissal laws of Alabama any employee found in possession of a deadly weapon. A deadly weapon shall be defined as anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be possessed by any employee on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours.

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-24, 16-1-24.1, 16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(1)(b)(3)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

SOLICITATIONS

6.31

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 36-25-1(8), 36-25-2(a), (b), (d),

36-25-5(a), 36-25-7

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): AUGUST 17, 1992; FEBRUARY 16, 2009

FORMERLY: GAIA

POLITICAL ACTIVITIES

6.32

- I. Pike County Board of Education employees shall not solicit support for any political candidate or political issue during regular work hours.
- II. A Pike County Board of Education employee who offers himself/herself as a candidate for public office shall conduct his/her campaign so as not to interfere with his/her responsibilities.
 - A. Such candidate shall adhere strictly to Alabama laws governing political activity on the part of public officials and public employees.
 - B. A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or the Pike County Board of Education, to evaluate the compatibility of the dual responsibility and the amount of time the employee will be absent. Under no circumstances will a Pike County School System employee who has been elected to public office be allowed to perform duties related to the public office while performing his/her duties for the school system.
 - C. The Superintendent may require any employee who is a candidate for office or who holds an elected office to account in detail for his/her time on the job for the Pike County School System.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): AUGUST 17, 1992; FEBRUARY 16, 2009

FORMERLY: GAJD

PROFESSIONAL ORGANIZATIONS

6.33

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

36-26-100 to -108

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GBS

COMPLAINTS AGAINST EMPLOYEES

6.40

- I. Anyone who has a complaint about a Pike County School System employee may submit his/her complaint to the Superintendent or the employee's immediate supervisor.
- II. The complainant should identify himself/herself and submit the complaint in writing.
- III. No action, including a letter to the employee's personnel file, shall be taken by the administrative staff or Pike County Board of Education on the basis of a complaint, unless the matter is first reported to the employee, and he/she is furnished with a written copy of the complaint and an opportunity to issue a response, if desired.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-22-14, 19-9-13, 16-8-9

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-2-.01(1)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

EMPLOYEE GRIEVANCES

6.40.1

The Pike County Board of Education is committed to the task of maintaining the highest possible level of professional relations among members of the staff of the school system and of maintaining good morale among employees. Grievances and problems which may arise from time to time should be resolved at the lowest possible level that provides equitable and satisfactory solutions. The goal is to encourage the best possible relations among employees and to enhance morale. Persons who may become concerned in grievance matters are urged to work together constructively in a sincere effort to resolve their disagreements.

Definitions

- I. Grievance – A *grievance* is a complaint by an employee based upon an alleged violation, misinterpretation or inequitable application of any published policy, rule or regulation of the school system. The term *grievance* should not apply to any matter in which the method of review is prescribed by law. *Grievances* are objections to a specific act or condition. Dismissals, terminations, transfers and any other procedures already established by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedures herein described.
- II. Employee – The term *employee* is considered to apply to anyone employed on a full time or part-time basis by the Pike County Board of Education, with the exception of the Superintendent.
- III. Supervisor – This term refers to that individual assigned to direct the work efforts of a person or group of persons within an organizational element and who has both the authority over and responsibility for management in respect to the functions of a defined organizational element. In a school, the principal would be the supervisor unless the job description states otherwise.
- IV. Organizational Element – The term *organizational element* is any identifiable segment of the system that is clearly under the supervision of a single individual. This would include a school, a center and any support function.
- V. Representative – The term *representative* refers to any person chosen, if desired, by the aggrieved party to serve as the liaison supervisor.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-30-1

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-9-13

Title VII of Civil Rights Act of 1964

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: AUGUST 9, 1974

REVISION DATE(S): JULY 17, 1989; FEBRUARY 16, 2009

FORMERLY: GAE

GRIEVANCE PROCEDURE

6.41

Whenever a Pike County School System employee believes that he/she has a complaint, every reasonable effort should be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, employees can resort to the more formal procedures as provided herein.

I. Definitions

- A. *Complaint* shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. *Complaint* shall not apply to any matter in which the method of review is prescribed by law. *Complaints* are objections to a specific act or condition. Dismissals, termination, transfers and any other procedure already instituted by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedure herein described.
- B. *Complainant* shall mean any employee or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.
- C. *Employer* shall mean the Pike County Board of Education or its representatives.
- D. *Day* shall mean a working day.

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

III. Released Time – The complaint procedure will normally be carried out during non-work time. If, however, the Board elects to carry out provisions during work time, the complainant shall lose no pay.

IV. Complaint Procedure

- A. Informal Discussion – If an employee believes there is a basis for complaint, he/she shall discuss the complaint with his/her immediate supervisor (except in cases of discrimination or harassment involving the supervisor, in which case the complainant shall report to the Title IX Coordinator, or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.
- B. Level One – If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her immediate supervisor or alternate. The supervisor or alternate shall communicate his/her answer in writing to the complainant. Class complaints involving more than

one (1) supervisor and complaints involving an administrator above the building level may be filed by the complainant at level two.

- C. Level Two – If the complainant is not satisfied with the resolution at level one he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant.
 - D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Pike County Board of Education, provided request for placement on Board agenda is filed within ten (10) days of receipt of the Superintendent's written disposition.
- V. Confidentiality will be provided to the extent possible to any employee, student or affected party who alleges discrimination or harassment.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-9-13

Title VII of Civil Rights Act of 1964

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 7, 1997

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GAEK

SUSPENSION/TERMINATION/SEPARATION

6.50

- I. The Pike County Board of Education may suspend or terminate employees who have earned tenure or non-probationary status or are principals serving under contract for the following reasons:
 - A. Immorality;
 - B. Incompetence;
 - C. Insubordination;
 - D. Neglect of duty;
 - E. Failure to perform duties in a satisfactory manner;
 - F. Justifiable decrease in the number of positions in the system (for contract principals, decrease must be due to decreased enrollment or funding); and
 - G. Other good and just cause.
- II. Contract principals also may be terminated for
 - A. Conviction of a felony or a crime involving moral turpitude;
 - B. Failure to fulfill the duties and responsibilities imposed upon principals by Alabama code;
 - C. Failure to maintain his/her certificate in a current status; and
 - D. Willful failure to comply with Pike County Board of Education policy.
- III. Notification to the Pike County School System employee of the proposed termination and his/her hearing rights will be governed by applicable state law.
- IV. The Superintendent has authority to temporarily suspend Pike County School System personnel when in his/her opinion, the circumstances necessitate immediate action. Such suspension shall be without loss of pay pending a hearing by the Board upon the charges filed by the Superintendent.
- V. The Pike County Board of Education may end its employment relationship with employees who have not earned tenure or non-probationary status by providing the appropriate notice required under state law or contract.

- VI. The Pike County Board of Education may end its employment with principals serving as non-probationary contract principals by providing a reason why their contract will not be renewed and notice as provided in state law. Probationary contract principals may not be provided a reason.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-24-8 THROUGH -10, 16-24-14 THROUGH -20; 16-24B-3,

36-26-103 THROUGH -104, 36-26-114 THROUGH -115,

36-26-108 THROUGH -115

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GBG; GBMA; GBN; GCN

PERFORMANCE ASSESSMENT

6.60

- I. The Pike County Board of Education shall evaluate and assess the performance of the Superintendent per his/her contract and State Department of Education guidelines.
- II. The Board will use the state-approved professional personnel evaluation program for the evaluation of all certified personnel as required by the state.
 - A. The Superintendent will develop a plan for implementation of the evaluation program, consistent with state guidelines, that ensures all Pike County School System personnel serving as evaluators will undergo the required state training and be certified under the program.
 - B. Pike County School System teachers will be informed that should their evaluation results fall below the performance standards established by the state, the evaluator shall consider these results in determining a teacher's need for professional development.
- III. Other Personnel – The Superintendent shall develop or select personnel performance assessment systems for all other staff.

Probationary, non-certified employees will be evaluated during their probationary period by their supervisor.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-30, 16-8-8, 36-26-101

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009; SEPTEMBER 14, 2009

FORMERLY: GBG; GCMA

LEAVE OF ABSENCE

6.70

- I. A leave of absence is permission granted by the Pike County Board of Education or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if a prompt report is made to and approved by the proper authority.
- II. Leave may be with or without pay as provided by law, regulations of the State Board of Education, and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.
- III. A leave shall not be granted to any Pike County School System employee to accept other employment. Accepting employment while on a leave of absence may cancel the leave. The person on leave may be notified that he/she must return to work with the Pike County Board of Education immediately, resign, or be terminated.
- IV. All requests for a leave of absence must be submitted to the Superintendent, in writing, with the additional approval and signature of the employee's direct supervisor. Requests must be received by the Superintendent at least thirty (30) days prior to a monthly Board meeting. Upon the recommendation of the Superintendent, the Board may grant a leave of absence. Limitations of the leave shall be specified in the action taken by the Board.
- V. A Pike County School System employee having leave for the year or for the remaining part thereof and who plans to return to duty the next school fiscal year shall send a copy of such notice to the administrative supervisor by May 1st of that fiscal year.
- VI. A leave of absence grants the employee the right to return to the system in a similar role, but does not guarantee the reappointment to the specific job held prior to the leave. Governing state law, including the Alabama teacher tenure laws, when applicable, will be followed in the Pike County School System.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-18.1, 16-8-25

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 21, 1997

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GALB; GBRH

NOTIFICATION OF ABSENCE

6.70.1

- I. The principal or designee shall notify and submit the appropriate leave form to the Superintendent when he/she plans to be away from school for a half-day or longer. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his/her absence.
- II. A Pike County School System employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.
- III. Any Pike County School System employee who is willfully absent from duty without leave may be subject to dismissal from employment and shall forfeit compensation for the time of the absence.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-18.1, 16-1-30, 16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

VACATION LEAVE

6.70.2

Only twelve (12) month personnel earn vacation days. Twelve-month employees are entitled to ten (10) days per annum beginning after the completion of the first month of employment.

Vacations can only be taken with the prior approval of the employee's immediate supervisor and must not interrupt the regular school schedule. Twelve-month teachers who have classroom duties may not take vacation while classes are in session unless approved by the Superintendent. No more than two weeks' (10 days) vacation may be taken consecutively unless approved by the Superintendent.

No vacation days will be granted before they are earned.

All vacation days must be used prior to an effective resignation or retirement date. The school system shall not make cash payments for unused vacation days, effective with the adoption of this policy.

Holidays for the school system are defined by the Board, unless otherwise provided for by statute or state administrative rules. Twelve (12) month personnel shall be considered "on-call" and/or assigned duties during school holidays which occur during the regular school year in order to accomplish job-related tasks that cannot be done while schools are in session.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-18.1, 16-1-30, 16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): JULY 6, 1998; FEBRUARY 16, 2009

FORMERLY: GALAC

FAMILY AND MEDICAL LEAVE

6.70.3

- I. In compliance with the Family and Medical Leave Act of 1993, eligible full time Pike County School System employees are entitled to take up to twelve (12) weeks unpaid leave a year for the following reasons:
 - A. The birth of the employee's child;
 - B. The placement of a child with the employee for adoption or foster care;
 - C. To care for the employee's spouse, child, or parent who has a serious health condition;
 - D. A serious health condition rendering the employee unable to perform his/her job;
or
 - E. Other request as approved by the Pike County Board of Education.
- II. Employees are to provide at least thirty (30) calendar days notice, if possible, of their intention to take leave. Medical certification that the leave is needed is required for the employee's own serious health condition or that of a family member. The Pike County Board of Education will continue the employee's health insurance under the same conditions as if the employee were working. Upon returning from leave, the employee will be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

ALABAMA CODE

16-1-18.1, 16-24-13

THE FAMILY AND MEDICAL LEAVE ACT OF 1993,

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

ON-THE-JOB INJURY

6.70.4

- I. Any Pike County School System employee shall be entitled to on-the-job injury leave with pay upon approval of the Board for a period not to exceed ninety (90) working days per fiscal year when he/she has to be absent from work because of a personal injury received in the discharge of his/her duties.
- II. To be considered for on-the-job injury leave, the following conditions shall be met:
 - A. The employee must provide written testimony or evidence that his/her injury was received in the line of duty.
 - B. The employee may be required to supply written certification from a medical doctor who treated the patient, stating that in his/her opinion, there is a strong probability that the injury occurred at the work site. The Pike County Board of Education may at its expense require a second medical opinion.
 - C. The employee must file a written claim as required by the employer.
- III. The employee or, if incapacitated, another person knowledgeable of the situation shall notify the supervisor within twenty-four (24) hours of the occurrence of the injury.
- IV. The supervisor or his/her designee shall notify the Superintendent of the injury on the date of occurrence and follow-up with a written report including all documentation concerning the injury.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-8-9, 16-1-18.1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GALBA

JURY OR WITNESS DUTY

6.70.5

- I. An employee of the Pike County Board of Education who is summoned for jury duty shall be granted leave with pay. Any jury fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.
- II. An employee who is subpoenaed as a witness, not involving personal litigation, may be granted temporary leave with pay upon approval by the Superintendent. Any witness fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.

When a Pike County School System employee is subpoenaed in line of duty to represent the Board as a witness or defendant, he/she may retain any fees received from the court. In the event no fees are received from the court, he/she may be paid for meals, lodging, and travel expenses upon approval of the Superintendent.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

12-16-8, 16-1-18.1, 16-13-231

Legislative Act 1977 No. 759

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GALBF

MILITARY LEAVE

6.70.6

- I. General Policy – All Pike County School System 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 U.S. Armed Forces. Employees who volunteer, are drafted or are ordered to extended active duty with any component of the U.S. Armed Forces shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.
- II. Military Leave for Training or Short-term Duty – Employees who are required to attend annual training or special active duty shall not suffer any loss of salary during the first twenty-one (21) days of such absence in any calendar year. Pike County School System employees who are ordered for such duty shall provide one copy of their orders to the Superintendent. Leave will be without loss of benefits. These arrangements shall apply to any “military call-ups.”
- III. Reinstatement to Positions after Extended Duty – Pike County School System employees who volunteer, are drafted or called to active duty for extended periods will be placed on Military Leave of Absence upon written application and be entitled to reinstatement to their former or similar positions upon their return and under the following conditions:
 - A. They must not have remained on active duty beyond their first opportunity for honorable or general release;
 - B. 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).

A maximum of three (3) years of experience credit for placement on the school system salary schedule may be granted for service in the U.S. military.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-30-1

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

31-2-13, 31-12-1, 13-12-4, 31-12-5, 31-12-7

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GALBD; GBRH

PERSONAL LEAVE

6.70.7

- I. Personal Leave – All Pike County School System employees will receive two (2) personal leave days funded by the state as authorized by Section 16-8-26, *Code of Alabama 1975 and 1986 Cumulative Supplement*. In addition, the Board will deduct the costs for a substitute for three (3) additional days for a total of five (5) days. Personnel will have their salary reduced by an amount equal to substitute pay for their position for any of the three(3) days taken.
- II. When the two state-allocated personal leave days are not used, Pike County School System employees may receive, upon written request, compensation at the same daily rate paid for their substitute. Otherwise, all unused personal leave days will be converted to sick leave days.
- III. Leave is non-cumulative and requires no justification from the employee.

STATUTORY AUTHORITY:

CODE OF ALABAMA

6-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-18.1, 16-8-26

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 8, 1974

REVISION DATE(S): MARCH 7, 1994; FEBRUARY 16, 2009

FORMERLY: GBRI; GCRI

PROFESSIONAL LEAVE AND LEAVE FOR TRAINING

6.70.8

- I. Professional Leave - Professional leave may be granted to personnel for participation in educational activities related to instructional improvement in the Pike County School System.
- II. Leave for Training – Leave for training shall be granted to support personnel to participate in activities that will enrich the Pike County School System's program and improve skills or understandings of the employee.
- III. All professional leave and leave for training requests must be approved by the Superintendent of Education before utilization.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-18.1, 16-13-231(B)

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-3-.01

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GBRHA

SICK OR BEREAVEMENT LEAVE

6.70.9

- I. Sick leave is defined as the absence from regular duty by an employee because of the following:
 - A. Personal illness or doctor's quarantine;
 - B. Incapacitating personal injury;
 - C. Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt);
 - D. Where unusually strong personal ties exist because of an employee 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 the supervisor a written statement of the circumstances which justify an exception to the general rule;
 - E. Attendance to an ill member of the immediate family (parent, spouse, child, sibling) of the employee, a person standing in loco parentis, or an individual with a close personal tie.
- II. Pike County School System employees shall be allowed to accumulate an unlimited number of sick leave days.
- III. A new employee may transfer unused earned sick leave from another Alabama school board, as permitted by law, upon certification by the previous employer.
- IV. See Policy 6.71 for Pike County School System Sick Leave Bank provisions.

REFERENCE(S):

CODE OF ALABAMA

16-1-18.1, 16-8-25, 16-13-231, 16-22-9

HISTORY:

ADOPTED: JUNE 17, 1998

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GALB; BGRH

MATERNITY LEAVE

6.70.10

An employee of the Pike County School System shall be eligible for maternity leave in accordance with the following provisions:

- I. Maternity leave shall be without pay, except that accumulated sick leave days and/or personal leave days may be utilized in accordance with law when pregnancy has been confirmed.
- II. Maternity leave normally shall not extend over a period of time exceeding twelve (12) calendar months. Requests for maternity leave, for periods exceeding twelve (12) months for extraordinary circumstances (extended illness, complications, etc.), will be considered by the Board.
- III. Maternity leave shall become effective under ordinary circumstances when (1) the employee requests and has such leave approved by the Board, and/or (2) the attending physician notifies the Board that it is in the best interest of the teacher to take such a leave.
- IV. Maternity leave ends, under ordinary circumstances, when (1) the employee requests to return to work, and/or (2) the attending physician determines the employee is able to return to work.
- V. Maternity leave shall not be counted as experience in the determination of placement on the salary schedule, except that an employee who has served at least ninety (90) 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.
- VI. An employee, on return from maternity leave, shall be restored to her former position. She shall maintain her tenure status and all accruable benefits, except that, days are not to be accrued for sick leave, personal leave, or annual leave while on maternity leave without pay.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-25, 16-1-18.1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 21, 1997

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GALB; GBRH

SICK LEAVE BANK

6.71

- I. The Pike County Board of Education, upon request of a minimum of ten percent (10%) of its full time professional personnel and full time support personnel, shall establish a sick leave bank for such personnel. The plan, if established, shall allow each employee to deposit into the bank an equal number of his/her earned sick leave, not to exceed five (5) days. These days shall be available for loan to any other participating employee whose sick leave has been exhausted.
- II. A Sick Leave Bank Committee composed of four (4) Pike County School System employees and one (1) representative of the Pike County Board of Education shall be established and selected as provided by law.
- III. The Sick Leave Bank Committee shall write the guidelines and procedures for the sick leave bank, including catastrophic leave provisions of law, for Board approval. All changes must be approved by a majority of the Sick Leave Bank membership.
- IV. All guidelines and procedures must be consistent with law.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-18.1, 16-22-9

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GALBB; GALBBA

DRUG-FREE WORKPLACE

6.72

It is the policy of the Pike County Board of Education that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Employees shall not possess, use, transfer, sell, deliver, nor be under the influence of narcotics, drugs, alcohol, controlled substances or use chemical substances which can affect psychological functioning of the employee. Pike County School System employees shall not possess paraphernalia specific to the use of chemical substances. This policy shall apply on all system properties, in school buildings, in school buses or during any school-sponsored extra-curricular activities.

Employees violating this policy will be subject to disciplinary action by school officials, including termination of employment, and may be subject to legal action by local, state and federal officers.

The specifics of the policy are as follows:

- I. The Pike County School System does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on the school system premises will be subject to disciplinary action, including termination of employment.
- II. The term *controlled substance* means any drug listed in 21 USC Section 812 and other federal regulations. Generally these are drugs that have a high potential for abuse. Such drugs include, but are not limited to heroin, marijuana, cocaine (including crack) and PCP. They also include *legal drugs* which are not prescribed by a licensed physician.
- III. Each Pike County School System employee is required by the Drug-free Workplace Act of 1988 to inform the Superintendent within five (5) days after he/she is convicted for a violation of any federal or state criminal drug statute. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court.
- IV. If the employee is paid with funds from a grant, the Superintendent must notify the U. S. Department agency by which the grant was made within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such conviction.
- V. Where a supervisor reasonably suspects that an employee has violated the substance policy, he may inspect vehicles (including vehicles which an employee brings on the Pike County Board of Education's property), lockers, work areas, desks, purses, briefcases, tool boxes and other locations or belongings without prior notice in order to ensure a work environment free of prohibited substances. The School Board may release any illegal or controlled drugs or paraphernalia to appropriate law enforcement authorities. All searches should be coordinated with the Pike County School System Superintendent.

- V. If an employee is convicted of violating any criminal drug statute while in the workplace, he/she will be subject to disciplinary action, including termination of employment. Alternatively, the Pike County School System may require the employee to successfully complete a drug abuse program sponsored by an approved private or governmental institution.
- VI. As a condition of employment on any federal government grant, the Act requires all employees to abide by this policy.
- VII. Employees who use prescription drugs authorized for their use by a licensed physician do not violate this policy.
- VIII. *Under the influence* is defined as manifesting signs of chemical use/misuse such as staggering, odor of chemicals on breath or person, unusual inappropriate behavior, or *testing positive*.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-24.1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(1)(a)

HISTORY:

ADOPTED: APRIL 18, 1994

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GAMAC

DRUG AND ALCOHOL TESTING

6.80

The purpose of this policy is to establish procedures for the administration of the Department of Transportation (D.O.T.) Anti-Drug Program pursuant to Safety Regulations, Title 49 (49 CFR), Part 199, 193, et. Al., and any and all D. O. T. Safety Standards as covered by the anti-drug program statutes.

The anti-drug program requires that all persons who perform certain covered operational procedures must be provided with an anti-drug program and must participate in a drug-testing program to ensure safe work performance for themselves, their co-workers and for the general public as affected by their performance.

PROCEDURE

I. Employee Categories

- A. Testing Program - The following employee positions are subject to drug testing as outlined in this policy:
 - 1. All Pike County School System employees maintaining a Commercial Driver's License (CDL) including School Bus Drivers/Part-Time School Bus Drivers, i.e., bus driver substitutes and driver education instructors.
- B. Employee Assistance Program (EAP) Training - The following employees will receive EAP training for detecting symptoms of drug use.
 - 1. Director of Finance and Operations (EAP Director)
 - 2. Maintenance and Transportation Supervisor
 - 3. Selected administrators
- C. A Board-certified physician will be designated as the Medical Review Officer (MRO) for this program. The MRO will be selected by the Superintendent and approved by the Pike County Board of Education. The MRO will comply with all sections of this policy.

II. Types of Drug Testing - Employees subject to this drug testing program are required to be tested under the following five types of tests:

- A. Pre-Employment Testing:
 - 1. A pre-employment drug test will be conducted when an individual is hired for a position listed in this policy.
 - 2. A pre-employment drug test will be conducted when a current Pike County School System employee transfers from a position not covered by this

policy into a position listed in this policy. An employee who previously is separated from a Part 199 anti-drug program position will be pre-employment tested prior to performing a function covered by the appropriate safety standards.

3. Only applicants who are offered a position covered by this policy will be tested before being employed. Pre-employment job applicants who test positive will not be hired and do not have the right to have their samples retested. Employees transferring into a position requiring drug testing who test positive do have the right to have their sample retested. Employees who fail a drug test will not be hired for the position requiring drug testing. If the applicant's drug test is positive, then the company will refer to the MRO review.
4. An employee who transfers from one position covered by this policy to another covered by this policy does not require pre-employment testing.
5. Employees working in a position covered by this policy on the effective date and continue to work in a covered position do not require a pre-employment test.

B. Random Testing

1. All Pike County School System employees working in a position covered by this policy are subject to unannounced testing based on random selection. This includes temporary employees performing work in a covered position.
2. The MRO will test at least fifty percent (50%) of covered employees every twelve (12) months, divided on the basis set forth in paragraph six (6) below. All persons will be subject to random selection more than once or may not be selected at all during the annual period.
3. To assure that the selection process is random, all employees covered by this policy will be placed in a common pool. All full-time and temporary employees will be in this pool.
4. The random selection procedure will be determined by the MRO.
5. Random testing will be done on a quarterly basis.

C. Post-Accident Testing

1. Pike County School System Employees working in positions covered by this policy whose performance either contributed to an accident or cannot be completely discounted as a contributing factor to the accident will be tested.

2. The employee will be tested as soon as possible, but no later than twelve (12) hours after the accident. Because certain drugs or drug metabolites do not remain in the body for extended periods of time, testing should be as soon as possible.
3. An “accident” in a covered facility is defined as an “incident” in 49 CFR, Section 191.3.
4. All reasonable steps will be taken to obtain a urine sample from an employee after an accident. In case of a conscious but hospitalized employee, the hospital or medical facility will be requested to obtain a sample and, if necessary, reference will be made to the D.O.T. drug-testing requirements. If an employee is unconscious or otherwise unable to evidence consent to the procedure, the medical facility will collect the sample and hold it in a secure manner until the employee is able to give consent for the sample to be tested.
5. If an employee who is subject to post-accident testing is conscious, able to urinate normally (in the opinion of a medical professional) and refuses to be tested, that employee will be removed from duty as an employee covered by this policy.

D. Reasonable Cause Testing

1. When there is reasonable cause to believe that an employee covered by this policy is using a prohibited drug, the employee will be required to take a drug test.
2. Only the supervisor of the employee must substantiate the decision to test for reasonable cause. This supervisor must be EAP trained in drug-use symptoms.
3. A decision to test must be based on specific contemporaneous physical, behavioral or performance indicators of probable drug use. Examples of this are evidence of repeated errors on the job, regulatory rule violations or unsatisfactory time and attendance patterns, coupled with a specific contemporaneous event that indicates probable drug use.

E. Return to Duty Testing

1. An employee who at the recommendation of the Medical Review Officer returns to work will be given unannounced drug tests, as scheduled by the MRO. These tests are in addition to the other types of tests stated in this policy.

2. The time period for “return to duty” testing will not be more than sixty (60) months. A reasonable minimum is 12 months. This period will be determined by the MRO.
3. Testing will be on a daily, weekly, monthly or longer basis at the discretion of the MRO .

III. Testing Procedures

- A. Drug testing will be performed utilizing urine samples.
- B. Tests for marijuana, cocaine, opiates, amphetamines and phencyclidine will be performed.
- C. An applicant who is offered a Pike County School System position covered by this policy will be required to report to the drug-testing collection site specified in Section 6 of this policy within 48 hours of notification and provide a specimen of his/her urine.
- D. Upon notification that a drug test is required, an employee will report as soon as possible but no later than 24 hours after notification to the drug collection site and provide a specimen of his/her urine.
- E. The collection agency will adhere to all requirements outlined in 49 CFR Part 40, Procedures for Transportation Workplace Drug Testing Program.

IV. Medical Review Officer (MRO)

The following is a listing of the Medical Review Officer’s (MRO’s) specific responsibilities:

- A. Receive all results from laboratory.
- B. Request, if needed, a quantitative description of test results.
- C. Receive a certified copy of the original chain of custody.
- D. Review and interpret positive test results.
- E. Inform the tested individual and provide test results.
- F. Conduct a medical interview with the tested individual.
- G. Review the individual’s medical history or any other relevant biomedical factors.
- H. Give the individual an opportunity to discuss test results.
- I. Order a reanalysis of the original sample in a certified laboratory, if necessary.
- J. Consult with others if question of accuracy arises. Consistent with Part 9 - Confidentiality.

- K. Consult with laboratory officials.
- L. Do not receive urinalysis results which do not comply with the Mandatory Guidelines.
- M. Do not declare as positive an opiate-positive urine without “clinical evidence”.
- N. Determine whether a result is scientifically sufficient.
- O. Determine whether and when an employee who refused to take or did not pass a drug test administered under D.O.T. procedures may be returned to duty.
- P. Determine whether a result is consistent with legal drug use.
- Q. Forward result of verified positive test to the Superintendent.
- R. Maintain the required records to administer this program.

(Note: For additional details of responsibilities, see the U.S. Department of Health and Human Services (DHHS) Medical Review Officer Manual.

V. Testing Laboratory

- A. The testing laboratory for this policy shall be determined by the MRO.
- B. The testing laboratory will comply with all methods and procedures of 49 CFR Part 40 and will provide annual reports to the Superintendent showing compliance.

VI. Collection Agency

- A. The collection agent for this policy shall be determined by the MRO.

VII. Employee Assistance Program (EAP)

- A. Education - Every employee covered by this policy will receive the following drug-use education.
 - 1. Drug information will be periodically distributed and displayed in the work areas.
 - 2. A copy of this policy will be given to each employee and displayed in the work areas.
- B. Training - Every designated employee covered by this policy who will determine whether an employee must be drug-tested based on reasonable cause will receive a one hour (minimum) training period on specific, contemporaneous physical, behavioral and performance indicators of probable drug use.
- C. Participation

1. An employee who fails a drug test and who asks for help will be referred to a substance abuse program recommended by the MRO or may privately seek MRO approval of rehabilitation services.
2. Participation in rehabilitation through the EAP will not result in disciplinary action. However, successful completion of the prescribed program will be required for the employee to continue in the employment of Pike County Board of Education.
3. Participation in rehabilitation through the EAP will not waive disciplinary action where warranted for violations of rules and regulations.

VIII. Record Keeping

- A. The Director of Finance and Operations (EAP Director) will keep the following records for the periods specified. These records will be maintained in the EAP Director's office under the control of the EAP Director.
 1. Records that demonstrate the collection process conforming to Part 199 will be kept for a minimum of three (3) years.
 2. Records of employee drug test results that show employees failed a drug test, the type of test failed and records that demonstrate rehabilitation, if any, will be kept for a minimum of 5 years and include the following information:
 - a. The functions performed by each employee who fails the drug test.
 - b. The prohibited drugs which were used by each employee who fails the drug test.
 - c. The disposition of each employee who fails the drug test (e.g. termination, rehabilitation, leave without pay, etc.).
 - d. The age of each employee who fails the drug test.
 3. Records of employee drug test results that show employees passed a drug test will be kept for a minimum of one year.
 4. A record of the number of Pike County School System employees tested by type of test will be kept for a minimum of five (5) years.
 5. Records confirming that Pike County School System's designated employees which have been trained as required by this policy will be kept for a minimum of three (3) years. Training records will include copies of all training materials.

IX. Confidentiality

- A. Each individual's record of testing and results under this policy will be maintained private and confidential. With the exception of the test laboratory, the MRO, the EAP Director, the Superintendent or upon request of RSA or State agency officials as part of an accident investigation, the results of individual drug tests will not be released to anyone without the expressed written authorization of the individual tested.
- B. All written records will be stored in locked containers or in a secure location with access available only by the individuals listed above.
- C. Unless an employee gives his or her written consent, the Pike County School System employee's drug testing and/or rehabilitation records will not be released to a subsequent employer.

X. Investigation/Searches

Where a supervisor reasonably suspects that an employee has violated the substance policy, he may inspect vehicles (including vehicles which an employee brings on the Pike County Board of Education's property), lockers, work areas, desks, purses, briefcases, tool boxes and other locations or belongings without prior notice in order to ensure a work environment free of prohibited substances. The School Board may release any illegal or controlled drugs or paraphernalia to appropriate law enforcement authorities.

All searches should be coordinated with the Pike County School System EAP Director.

XI. Discipline

The Pike County Board of Education will discipline, including discharge, employees for any violation of the policy, including refusing to submit to screening, to execute a release, or otherwise cooperate with an investigation or search.

All current Pike County School System employees who test positive in a confirmative substance test will be subject to discipline up to and including discharge. Rehabilitation assistance will be limited to the degree of treatment provided within the Pike County Board of Education's Employee Benefit Plan.

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

Nothing in this policy shall prohibit the employee from seeking treatment not covered by the Benefit Plan. However, this will be at the employee's expense. Any organization or agency providing these services must provide certified records of the employee's treatment and successful rehabilitation to the system MRO.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-18.1, 349 CFR PART 40, DOT,

49 CFR PARTS 382 & 391,

FEDERAL HIGHWAY ADMINISTRATION

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: APRIL 18, 1994

REVISION DATE(S): FEBRUARY 21, 2005; FEBRUARY 16, 2009

FORMERLY: GAMAC; GAMB; GAMC; GAME

PERSONNEL RECORDS

6.82

The Pike County Board of Education shall require complete and current personnel records for each employee. All information contained in an employee's personnel file, except sensitive personnel records, are considered public records under Alabama's Public Records Law.

- I. Each Pike County School System employee shall have a right to review his/her local school or central office personnel file during normal business hours. Except as specified in section IV, anonymous letters or materials shall not be placed in personnel files. Each employee may have included in his/her personnel file a written response to any material contained within the file.
- II. Any Pike County School System employee may request to review her/his personnel file at any time that is mutually agreeable with the Personnel Director and when the employee is not engaged in fulfilling employment-related duties. The Personnel Director or certified designee must be present during the review. A log shall be maintained documenting any such review.
- III. A copy of all materials to be placed in an employee's record which may tend to diminish the employee's professional or work status or reflect adversely on the employee's record of performance or character shall be provided to the employee.
- IV. Any anonymous complaint or material received by a school official shall be immediately transmitted to the Superintendent. If the material is deemed worthy of an investigation by the Superintendent, it may be investigated. The results of the investigation may be reduced to writing, signed by the Superintendent, principal, or other designated official in charge of the complaint, dated, attached to the material in question, and may be placed in the personnel file of the employee. Any anonymous complaint which is not investigated within ninety (90) calendar days of its receipt by the Superintendent shall not be retained, but shall be destroyed.
- V. The transfer of the personnel file or any parts, summation, or copies of the personnel file of the employee shall be effectuated upon the written request of the employee.
- VI. The Pike County School System may transfer an employee's personnel file or copies or parts thereof to another employer or prospective employer upon the request of the employee.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-22-14

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: MAY 3, 1974

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GAK, GAKB

EMPLOYEE SALARY SCHEDULES

6.83

- I. All regular personnel shall be paid in accordance with salary or hourly wage schedules as adopted by the Pike County Board of Education, provided the salary schedule for certified staff is no less than 100 percent of the State Minimum Salary Schedule.
- II. Any employee subject to the overtime provisions of the Fair Labor Standards Act, as amended, and who is required to work in excess of forty (40) hours in any work week, shall be compensated for the hours in excess of forty (40) at the rate of one and one-half (1½) times the regular rate of pay for the service performed or shall be provided compensatory time (premium time).

Any Pike County School System employee working beyond his/her designated total weekly hours without prior permission of the Superintendent through the principal or supervisor may be subject to disciplinary action.

- III. The Pike County Board of Education will make salary deductions which are required by law, including federal income tax, state income tax, retirement, and other deductions in accordance with applicable laws and regulations.
 - A. The Board may make certain other salary deductions when employees or groups of employees properly request such deductions. The deductions shall be made from salaries earned in at least nine (9) different pay periods and shall be remitted to the appropriate recipient as specified by the employee.
 - B. Deductions made for membership dues and voluntary contributions shall be made based upon membership lists and forms provided by the respective organizations.
 - C. Authorization for voluntary contributions may be revoked by providing a thirty (30) day written notice of revocation.
 - D. New authorization for payroll deductions may be added during open enrollment for that specific deduction.
 - E. Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay.
 - F. When amounts have been correctly deducted and remitted by the Board, the Pike County Board of Education shall bear no further responsibility or liability for further

transactions. The Board shall not be liable for any error while acting in good faith to make the subject deductions.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-13-231.1, 16-22-6, 16-22-17

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5 (C)

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): AUGUST 17, 1992; FEBRUARY 16, 2009

FORMERLY: GAL; GALA; GBAA; GBDA

PROFESSIONAL PERSONNEL CONTRACTS

6.83.1

I. Salary Schedules

The Superintendent shall prepare or cause to be prepared salary schedules for all professional personnel employed by the Pike County School System. The salary schedules shall be presented to the Board for review and approval annually. (See Policy 6.83)

II. 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.

III. Contracts with Part-time or Retired Personnel

Retired or part-time personnel, who will work six (6) consecutive weeks or more in the same capacity as their pre-retirement status, shall have the daily rate of pay based upon where they would fall in the current salary schedule. Retired personnel salary shall not exceed the maximum yearly amount set forth by the Retirement Systems of Alabama.

IV. Contract for Full-time Personnel

The Superintendent shall issue contracts each school year to all personnel. The contract serves as a legal agreement to protect the interests of both the employee and the Pike County School System. The contract periods for professional personnel shall conform to the following schedules:

- A. Ten (10)-month employees' work periods shall encompass 207 work days and normally shall begin ten (10) work days prior to the date set for Institute Day. The work period shall normally conclude ten (10) work days after the last contract day for nine (9)-month employees.
- B. Eleven (11)-month employees' work periods shall encompass 227 work days and normally shall begin twenty (20) work days prior to the date set for Institute Day. The work period shall normally conclude twenty (20) work days after the last contract day for nine (9)-month employees.
- C. Twelve (12)-month employees' work periods shall begin on July 1 each year and conclude on June 30 of the following year and shall encompass 240 work days. All twelve (12)-month employees shall be considered "on call" at all times.

- D. Based upon the needs of the Pike County School System, the Superintendent shall be authorized to establish alternate work periods for ten (10)-, eleven (11)-, and twelve (12)-month personnel.

V. Ending Service

All employees who do not plan to be in service the subsequent year should give written notice to the Superintendent as soon as possible. Any employee who does not provide written notice within 45 days of the beginning of the school term may not be released from his/her contract. Employees who violate the 45-day rule may have his/her Alabama teacher certificate revoked by the State Superintendent of Education upon written recommendation by the Pike County Superintendent of Education.

The Pike County School System shall notify, in writing, a non-tenured professional employee except for contract principals on, or before, the last day of the school term if his/her contract is to be non-renewed by the Board.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-10, 16-13-51, 16-13-147, 16-13-196, 16-24-4, 16-24-11

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5 (C)

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): JULY 6, 1998; FEBRUARY 16, 2009;

SEPTEMBER 14, 2009

FORMERLY: GBAA

WORK PERIODS

6.83.2

The work periods for professional personnel shall conform to the following schedules:

- A. Nine (9)-month employees' work periods shall encompass 187 work days and shall begin each year on the date set for Institute Day. All work shall be in accordance with the Annual School Calendar approved by the Pike County Board of Education.
- B. Ten (10)-month employees' work periods shall encompass 207 work days and shall be determined by a summer schedule to be developed and published by the Superintendent.
- C. Eleven (11)-month employees' work periods shall encompass 227 work days and shall be determined by a summer schedule to be developed and published by the Superintendent.
- D. Twelve (12)-month employees' work periods shall begin on July 1 each year and conclude on June 30 of the following year and shall encompass 240 work days. All twelve (12)-month employees shall be considered "on call" at all times.

The work periods for non-certified employees shall be based upon job descriptions and contractual agreements at the time of employment and/or reassignments made in accordance with law.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-10, 16-13-51, 16-13-147, 16-13-196, 16-24-4

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5 (C)

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): AUGUST 17, 1992; FEBRUARY 16, 2009

FORMERLY: GBRB; GBRC; GCRB

OVERTIME – NON-SUPERVISORY PERSONNEL

6.87

It is the intent of the Pike County Board of Education for its employees to perform the necessary tasks of their jobs during the regular designated work week. However, there may be certain circumstances, in the best interest of students and the school system, when emergencies would necessitate that certain employees work beyond their designated work week.

Overtime pay must be approved in writing by the Superintendent before overtime work is performed.

Payment for overtime shall be made to the appropriate Pike County School System employee at the next regular pay period if submitted prior to the deadline for the pay period.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED: FAIR LABOR STANDARDS ACT AND AMENDMENTS

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

TRANSFERS

6.90

- I. Certified Employees - A transfer is reassignment from one position, school or grade level to another. Transfers shall be without loss of status or violation of contract nor for political or personal reasons. Transfers are recommended by the Superintendent and approved by the Pike County Board of Education.
 - A. Non-tenured

Non-tenured certified personnel can be transferred at any time during the school year.
 - B. Tenured
 - 1. Voluntary - Tenured certified personnel can be transferred voluntarily at any time during the school year.
 - 2. Involuntary - Tenured personnel must be notified prior to July 1 of any transfer for the succeeding school year.
 - C. Emergency Temporary Transfers - Within fifteen (15) days before or after the first day of the school year, a teacher who meets all qualifications, certification, grade level, or subject matter requirements may be transferred involuntarily on a temporary emergency basis, provided all of the following conditions are met:
 - 1. The Superintendent seeks volunteers by posting notice of the vacancy or vacancies in conspicuous locations at all school system sites for at least five (5) working days.
 - 2. If there are no volunteers, qualified probationary teachers are subject to transfer first.
 - 3. If there are no qualified probationary teachers, qualified teachers on continuing service status are subject to transfer in reverse order of their seniority with the Pike County School System. If more than one tenured teacher has equal seniority, the Board shall take into consideration qualification, certification, and experience in the position, grade level, or subject matter.
 - 4. If a vacancy exists at the end of a school year at the former site for which the emergency transferred teacher is qualified, upon the request of the teacher, the teacher shall have a one-time right of first refusal to fill the vacancy at the former site, provided that the vacancy occurs within two (2) years of the transfer.

5. Upon the request of the teacher, the teacher shall be given a one-time right of first refusal to return, at the beginning of the school year, to the position, grade, school, worksite, or subject area from which he or she was originally transferred to effect the emergency transfer, provided the vacancy occurs within two (2) years of the transfer.
 6. Emergency transfers shall be effected without regard to the time for filing notice of appeal and hearing.
- D. Teachers will be given the required notice of their transfer and a statement of their right to appeal.
- II. Support Personnel - Whether on probationary status or not, support workers may be transferred at any time based upon good and just cause and the needs of the Pike County School System provided the transfer is without loss of status. Such transfers are made upon the recommendation of the Superintendent and approval of the Board but cannot be for personal or political reasons.
- Support personnel will be given the required notice of their transfer and a statement of their right to appeal.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-24-1, 16-24-5 TO 7, 6-24B-7,

16-24B-8, 36-26-105 THROUGH -107

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GBM; GCM

REDUCTION IN FORCE – PROFESSIONAL STAFF

6.91

The Pike County Board of Education, upon the recommendation of the Superintendent, hereby retains the sole and exclusive prerogative to reduce the number of professional staff employed by the Board of Education when such reduction is justified by any of the following reasons, but shall not be limited to the following reasons: decrease in student enrollment, financial exigency, changes in curriculum, decline in subject or grade level enrollment, consolidation or reorganization, loss or shortage of funding or revenue, serious natural disaster, or other justifiable cause. Reduction in force shall be non-punitive and non-discriminatory. All such reduction in force shall be in accordance with all applicable state and federal laws, including the Alabama Teacher Tenure Law and the Alabama Fair Dismissal Act. The following procedure shall be followed to determine professional staff members to be affected:

- I. Attrition by resignation, retirement or voluntary leaves of absence shall be the first method used to reduce the force.
- II. Based on the philosophy of maintaining the best educational program possible, the Pike County Board of Education, upon recommendation of the Superintendent, shall identify the grade level(s) and discipline area(s) from which staff members are to be reduced in force at respective times. For the purpose of reduction in force the following terms are defined:
 - A. Grade Level – Kindergarten, elementary grades 1-6, secondary grades 7-12, administration and supervision, special education, counseling and guidance, career/technical programs, and federal programs.
 - B. Discipline Area – Certificate endorsement area(s) and current major teaching or administration/supervisory assignment(s) within the Pike County School System.
- III. Following the identification of the grade level(s) and discipline area(s), the number of staff to be reduced from each area(s) will be determined by the Board, based on a recommendation by the Superintendent. All staff members within the identified area(s) will be rank ordered from the greatest amount of continuous service time to the least amount of service time within the Pike County School System in the position category to be reduced. The staff member(s) with the least amount of continuous service time (seniority), based on actual date of employment with Pike County Schools in the personnel category to be reduced as reflected in the Pike County Board of Education minutes, shall be the first to be reduced in force. In the event two (2) or more staff members have the same amount of continuous service time with the Pike County School System based on Board minutes, the following additional criteria will be used to determine the order of reduction of force.
 - A. Total years of experience in public K-12 education (the staff member with the least number of years experience to be reduced first).

- B. Degree(s) held by the staff member (the staff member with the lower degree to be reduced first).
 - C. Attendance record for the last three (3) years, excluding professional leave, maternity leave, or other Board-approved leave (the staff member with poorest attendance record to be reduced first).
 - D. If tied at this point, the staff member with the lowest social security number (last four numbers) will be reduced first.
- IV. In order for a staff member selected to be reduced in force by these procedures to displace a staff member in another discipline area with less service time, said staff member must be certified to handle the entire position of the employee they seek to displace. No tenured teacher will be reduced in force when a position is either vacant or occupied by a non-tenured teacher and for which the tenured teacher is certified.
- V. The above procedure shall not violate any applicable court order.
- VI. The names of personnel reduced in force shall be placed in a Pike County School System employment pool. Said personnel shall be given the opportunity in reverse order of their layoff to fill the first comparable employment vacancies for which they are qualified. Any member of the employment pool who rejects an offer of re-employment shall be removed from the pool.
- VII. It is understood that reduction in force constitutes termination of employment and all benefits provided by the Pike County School System cease on the effective date.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-30, 16-1-33

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GBNA

REDUCTION IN FORCE – NON-CERTIFIED STAFF 6.91.1

The Pike County Board of Education, upon the recommendation of the Superintendent, hereby retains the sole and exclusive prerogative to reduce the number of non-certified staff employed by the Board of Education when such reduction is justified by any of the following reasons, but shall not be limited to the following reasons: decrease in student enrollment, financial exigency, changes in curriculum, decline in subject or grade level enrollment, consolidation or reorganization, loss or shortage of funding or revenue, serious natural disaster, or other justifiable cause. Reduction in force shall be non-punitive and non-discriminatory. All such reduction in force shall be in accordance with all applicable state and federal laws, including the Alabama Teacher Tenure Law and the Alabama Fair Dismissal Act. The following procedure shall be followed to determine non-certified staff members to be affected:

- I. Attrition by resignation, retirement or voluntary leaves of absence shall be the first method used to reduce the force.
- II. Based on the philosophy of maintaining the best educational program possible, the Pike County Board of Education, upon recommendation of the Superintendent, shall identify the work area(s) and work site(s) from which staff members are to be reduced in force at respective times. For the purpose of reduction in force, the following terms are defined:
 - A. Work Areas – Custodians, child nutrition personnel, secretaries, bookkeepers, aides, non-certified resource personnel and nurses.
 - B. Work Sites – Central Office to include secretaries and bookkeepers. Local schools to include child nutrition personnel, custodians, secretaries/bookkeepers, non-certified resource personnel and aides.
- III. Following the identification of the work area(s) and work site(s), the number of staff to be reduced from each area(s) and site(s) will be determined by the Pike County Board of Education, based on a recommendation by the Superintendent. All staff members within the identified work area(s) and site(s) will be rank ordered from the greatest amount of continuous service time to least amount of continuous service time within the Pike County School System in the personnel category to be reduced. The staff member(s) with the least amount of continuous service time (seniority), based on actual date of employment in the personnel category to be reduced as reflected in the Board minutes, shall be the first to be reduced in force. In the event two or more staff members have the same amount of continuous service time with the school district based on Board minutes, the following additional criteria will be used to determine the order of reduction in force:
 - A. Total years of work experience in the work area or worksite in Pike County Schools (the staff member with the least number of years experience to be reduced first).
 - B. Formal education attained by the staff member (the staff member with the least amount of formal education to be released first).

- C. Attendance, excluding maternity leave, leave for training, or other Board-approved leave (the individual with the poorest attendance record to be released first.)
 - D. If tied at this point, the staff member with the lowest social security number (last four numbers) will be reduced first.
- IV. In order for a Pike County School System staff member selected to be reduced in force by these procedures to displace a staff member in the same work area at another work site with less service time, said staff member must be capable of handling the entire position of the employee they seek to displace and must submit a written request for such transfer within five (5) days of receipt of the notice of reduction in force.
- V. The names of non-certified personnel reduced in force shall be placed in a Pike County School System employment pool. Said personnel shall be given the opportunity in reverse order of their layoff to fill the first comparable employment vacancies for which they are qualified. Any member of the employment pool who rejects an offer of re-employment shall be removed from the pool.
- VI. It is understood that reduction in force constitutes termination of employment and all benefits provided by the school district cease on the effective date.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-30, 16-1-33

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GCNA

RETIREMENT OF PERSONNEL

6.92

Any employee who plans to retire shall submit his/her resignation in writing to the Pike County Board of Education through the Superintendent.

Retirement System of Alabama (RSA) retirement documents shall not be forwarded to the RSA prior to the Board's acceptance of the employees' retirement.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-25-1 to 16-25-28

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GBO; GALC

RESIGNATION

6.93

- I. Any administrative or instructional staff member who wishes to resign shall submit his or her resignation in writing addressed to the Pike County Board of Education. The letter of resignation shall state the reasons for the resignation and the desired effective date. No resignation shall become effective until accepted by the Pike County Board of Education. Any teacher resignation request submitted during the school term or within forty-five (45) days prior to the beginning of said term can only be accepted if mutually agreed upon.
- II. A non-instructional employee who wishes to resign shall submit his/her resignation in writing addressed to the Pike County Board of Education. Whenever possible, two (2) weeks notice shall be given. The letter of resignation shall state the reason for the resignation and the desired effective date. A resignation of an employee shall be sent to and countersigned by his/her immediate administrative supervisor. The resignation shall be submitted to the Pike County Board of Education at its next regular or special meeting. No resignation shall become effective until accepted by the Pike County Board of Education; the Pike County Board of Education may refuse to accept any resignation for cause.
- III. An employee who violates the terms of an employment agreement or written contract by leaving his/her position without first being released from the agreement or contract by the Pike County Board of Education and fails to complete and file the required records and reports, may have final compensation withheld.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-24-11, 16-25-1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GBO

BUDGET DEVELOPMENT

7.10

- I. The Pike County Board of Education shall provide for the preparation and adoption of the annual budget for the school system. The Board delegates the responsibility for preparation of the budget to the Superintendent and appropriate members of his/her staff. Providers of budget information shall adhere to all state and federal guidelines, and the budget shall be prepared on forms and in accordance with such rules and regulations as may be prescribed by the Alabama State Board of Education and the federal government.
 - A. The budget shall be presented to the Pike County Board of Education at its regular August meeting or at a special meeting which may be necessitated by the date set by the State Department of Education for budget submission.
 - B. The fiscal year shall be October 1 through September 30 inclusive.
- II. Public Hearings – The Pike County Board of Education shall hold at least two open public hearings pertaining to its proposed annual budget.
 - A. Copies of the proposed budget shall be provided to the public at each hearing on local forms and those provided by the State Department of Education.
 - B. The Pike County Board of Education shall seek input from the public concerning the proposed budget and the allocation of resources.
 - C. The hearing shall be held during a scheduled Board meeting in a place and at a time convenient for the general public to attend.
 - D. The date and time of each hearing shall be publicized in the local media in advance of the hearing. In addition, notice of each hearing shall be posted in a conspicuous place at the central office and at each school.
- III. Proposed Budget – The proposed budget shall:
 - A. Reflect the total amount of resources available to the Pike County Board of Education from all funding and revenue sources.
 - B. Reflect the projected enrollment and the total proposed expenditure by the Board and for each school shall be available at the public hearings.
 - C. Clearly delineate the number of teachers, librarians, counselors, administrators and other support personnel projected to be employed at each Pike County school.
 - D. Clearly list the operating costs by category or function at each school.
 - E. Delineate by school those operating resources earned including, but not necessarily limited to, those items contained in the Instructional Support Program

of the Foundation Program, designating the amount of funds earned at each school per item based on average daily membership.

- IV. Final Budget – After at least two public hearings have been held, the Pike County Board of Education and Superintendent shall develop, consistent with state laws, a final budget.
- A. The budget adopted under these procedures shall not show expenditures in excess of income estimated to be available plus any balances on hand, except under conditions set forth by the laws of the state governing the issuance of school warrants.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-13-140 to 16-13-145

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-01

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

FINANCIAL ACCOUNTABILITY

7.12

- I. 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 the Pike County Board of Education.
- II. 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.
- III. A complete statement shall be published annually in the month of October of the receipts by source and disbursements by function in an appropriate newspaper in the County, on the Pike County School System's website, and on the State Department website.
- IV. 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 Policy 8.80, Records Retention and Disposal. For such a period as specified by the State Department of Education or appropriate authorities.
- V. Any employee who knowingly or intentionally provides inaccurate or false information on any financial report will be subject to termination.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-13A-1, 16-13A-6, 16-6B-4

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-.01

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

FINANCIAL RECORD RECONCILIATION

7.13

All bank accounts of the Pike County Board of Education and its local schools shall be reconciled to the financial records. The Chief School Financial Officer shall be responsible for verifying that monthly LEA bank statements are reconciled to the financial records by the 10th of each month for review by the Superintendent.

The Chief School Financial Officer shall also be responsible for verifying that monthly local school account bank statements are reconciled to the financial records by the 5th of each month for review by the Superintendent.

Said reports shall ensure accurate monthly financial statements, and shall be accompanied by a copy of the corresponding bank statement, copy of the bank reconciliation report, report of outstanding encumbrances, and report of accounts payable.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-13A-6

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-13A-6

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§_____

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

LOCAL SCHOOL ACCOUNTS

7.14

Local school principals shall establish a checking account(s) with a banking establishment located in the County and that is a qualified public depository by the Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer. This must be an interest-bearing account. All checks in the name of the school shall be drawn upon such account(s).

All financial transactions of a local school shall be paid for by check; no cash payments shall be made. The Chief School Financial Officer and Superintendent shall establish procedures for reconciling school accounts, maintaining accurate financial records at schools, and for reporting the financial status of schools.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-13A-6

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-13A-6

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§_____

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

ACCOUNTING AND REPORTING

7.20

I. Accounting

- A. The Pike County Board of Education shall, following recommendations by the Superintendent, prescribe regulations for the keeping of accounts and fiscal record and the making of reports by all under the Board's jurisdiction who are charged with such responsibility. Prescribed regulations shall be consistent with those of the State Board of Education, the Division of Administration and Finance of the State Department of Education, the directives of the state Department of Examiners of Public Accounts and Generally Accepted Accounting Principles.
- B. Line items in the budget may be changed, with Pike County Board of Education approval, at any time during the fiscal year provided such change is consistent with existing laws and regulations of the state and federal government.
- C. The Superintendent shall keep the Board informed through monthly financial statements concerning the status of the budget.
- D. Said accounts and fiscal records shall be available during normal business hours for inspection by the public. They shall be preserved for a five-year period of time or for such period as specified by the State Department of Education's retention schedule.
- E. The Superintendent shall develop specific procedures to ensure that accounting practices throughout the system are consistent with Generally Accepted Accounting Principles.

II. Annual Financial Report

The Board shall publish annually in a public newspaper a complete statement of receipts and disbursements as well as a statement of outstanding funded and unfunded indebtedness of the school system for the 12-month period ending the preceding September 30. Such statements shall be drafted on the forms required by the State Superintendent of Education.

III. Accountability Reports

- A. The Board shall approve an annual accountability report for each of its schools. This report shall include but not be limited to the following:
 - 1. A Funding and Expenditures Report which shall include annual budgets and financial statements and any other documents which may be necessary to assess the financial stability of the Board;

2. A Student Achievement Report which shall include a comparison of test scores and data such as dropout rates, attendance rates, graduation rates, college attendance and any other data deemed necessary by the Board or State Board of Education to inform the public about student achievement in each school.
 3. A School Safety and Discipline Report which shall include statistical information relating to student safety and discipline in each Pike County school and any other data deemed necessary by the Pike County Board of Education or the State Board of Education to inform the public about safety and discipline in each school.
- B. These reports shall be made available to the media, made available to parent organizations, members of the Legislature who represent the area in which a particular school is located and submitted to the State Superintendent of Education.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-6B-6, 16-6B-7, 16-13-31, 16-13-106, 16-13A-6,

16-13-140, 16-13-143, 16-13-144, 41-5-14

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-.01, 290-4-1-.01

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

FEES and TUITION

7.21

- I. The Pike County Board of Education shall not collect fees of any kind from children attending public kindergarten or any of the first six (6) grades of the school system.
- II. No fees shall be collected in secondary schools for courses required for graduation. The Pike County Board of Education shall set reasonable fees in non-required courses, *e.g.*, reasonable fees for laboratory and shop materials and equipment. Such fees shall be waived for students who cannot afford to pay set fees.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-10-6

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

SCHOOL STORES

7.22

- I. The Pike County Board of Education authorizes the Superintendent to grant permission for the operation of stores selling merchandise that is needed by pupils to facilitate classroom instruction. School stores shall operate as a convenience to the students and shall not in any way interfere with the educational process or cause any student to be in class less than the minimum number of hours in the Pike County Board of Education approved day.
- II. Separate records, subject to audit, shall be kept for school stores, and profits derived from sales shall be used for general items supporting the school as a whole.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8 AND -9

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

PAYROLL PROCEDURES

7.23

I. Payroll Preparation

- A. The Pike County Board of Education delegates payroll preparation for the payment of employee salaries to the Superintendent or his/her designee. The payroll shall be in accordance with the salary policy approved by the Board, any rules or regulations promulgated by the State Superintendent of Education, and state law.
- B. Payroll checks shall be released on the last working day of the month on a twelve (12) month basis.

II. Salary Deductions

- A. The Pike County Board of Education will make salary deductions which are considered statutory, including federal income tax, state income tax, retirement, etc., in accordance with applicable laws and regulations.
- B. The Pike County Board of Education will approve salary deductions when 25% of employees or groups of employees request such deductions as provided by law. The deductions shall be made from salaries and shall be remitted to the appropriate recipient as specified and in a timely manner following each deduction.
- C. New authorization for payroll deductions may be added during open enrollment or upon state required enrollments.
- D. Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay.
- E. When amounts have been correctly deducted and remitted by the Pike County Board of Education, the Pike County Board of Education shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make the subject deductions.
- F. Whenever an employee is separated from the system prior to the end of the contract period, the terminal pay shall be computed on a per diem basis.
- G. Pre-tax premium deductions. All employee deductions which are eligible under Section 125 are to be considered as pre-tax deductions, with the exception of disability policies which are not to be pre-tax premiums.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-13-10, 16-13-231, 16-13-232, 16-22-5, 16-22-6,

16-22-7, 16-22-17, 36-1-4

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

TRAVEL EXPENSE REIMBURSEMENT

7.24

- I. All travel must be pre-approved by the Pike County Board of Education in order for trip expenses to be reimbursed.
- II. Travel expenses incurred by employees and Board members, or other authorized persons involved in conducting Pike County Board of Education business may be reimbursed when authorized by the Superintendent or the Board.
- III. Pike County School System employees must receive approval in advance from the Superintendent or designee for travel.
- IV. Any person requesting reimbursement for travel expenses shall provide required documentation. Actual expenses, vehicle mileage costs, and other allowable travel reimbursement may be established. No person shall receive reimbursement from the Pike County Board of Education and from other sources for the same travel expense, nor shall payment be made for alcoholic beverages, snacks, personal items or entertainment. Travel reimbursement will be in accordance with approved rates established by the Pike County Board of Education.
- V. The Superintendent shall establish uniform procedures to implement this policy and prescribe forms and procedures necessary for maintaining accurate, uniform records. Travel procedures shall ensure reasonable economy.
- VI. Violation of this policy or falsification of required records shall be grounds for disciplinary action up to and including dismissal.
- VII. All out-of-state travel by employees require prior approval of the Superintendent and Board.
- VIII. Lodging: Hotel expenses will be reimbursed for conferences and events located beyond 50-mile radius only (including Montgomery, Alabama). Hotel expenses will be reimbursed at the conference rate only. If no conference rate is available, the employee is responsible for ensuring the most reasonable rate. Itemized receipts must be presented for reimbursement. Employee is permitted a travel day one day prior to the conference start when traveling greater than three hours. Hotel parking may be reimbursed.
- IX. Meals: During school system associated travel, meals will be reimbursed by itemized receipts up to \$75 per day. On the first day of travel breakfast will only be reimbursed if departing prior to 7 a.m. On last day of travel, dinner may only be reimbursed if arrival is after 6 .p.m. No meals purchased inside of Pike County on any travel day will be reimbursed. Out of State high-cost city rates will be considered for reimbursement on a case by case basis.
- X. Reimbursement: All request for travel reimbursement must be completed and received by the paying entity, whether that be the Accounts Payable Department or the local school bookkeeper, within 30 days from the date of travel completion.
- XI. Registration: Failure of an employee to attend a conference/meeting without just cause (injury or illness of employee or employee's family member or a death in the family) for which the school system has paid a registration fee may result in the employee being required to reimburse the school system for any cost paid by Board. If approved in writing by an immediate supervisor and submitted to central office administration.

- XII. Mileage: Mileage will be reimbursed at the established rate set forth by the State of Alabama for use of personal vehicles. No reimbursement shall be authorized for travel between the employee's residence and assigned workplace (commute mileage). Out-of-district mileage reimbursement shall be made from employees assigned workplace or for actual miles traveled from origin to destination and back, whichever is less. If employees travel together, only the driver will be reimbursed for mileage.
- XIII. The meeting agenda must be attached to the request for reimbursement for all trips. If no formal agenda exists, submit proper documentation in lieu of formal agenda.
- XIV. any employee is being substituted for a travel event by another employee, that substitution must be named and
- XV. Airfare: Personnel attending professional development conference/workshops requiring airfare will be paid via reimbursement process only. Itemized receipts are required. Most airlines have initiated fees for checked baggage. The Board will reimburse the employee for one baggage charge each way if ticket is submitted. The employee is responsible for any excess weight charges or for any charges for two or more checked baggage claims. Employee may be reimbursed for mileage to the airport and return. Employee may be reimbursed for travel from the airport to the hotel and return.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-16, 16-8-8 AND -9, 16-13-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 17, 1989

REVISION DATE(S): JULY 6, 1998; FEBRUARY 16, 2009; OCTOBER 16, 2023

FORMERLY: GALE

CASH IN SCHOOL BUILDINGS

7.25

It shall be the policy of the Pike County Board of Education that all school funds collected at each school or school activity of the Board shall be deposited in a bank on a daily basis, to include night depository. In the event that due to an unforeseen or emergency situation it is impossible to deposit said funds on the day of receipt, it is the responsibility of the local school principal to provide for the security of the funds until the next day the bank is open. The Board requires that any school funds collected be deposited with an approved financial institution on the day collected.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

DEPOSITORY OF FUNDS

7.30

- I. All funds of the Pike County Board of Education, whether federal, state or local, shall be deposited in a bank or trust company designated as the depository of the Board and to the account only of the Board.
- II. To the extent possible, no funds shall be left in a school overnight.
- III. Depositories in compliance with applicable state laws may only be used.
- IV. Funds held solely for the purpose of paying registrars or paying agents are exempt from the requirements of Title 41, Code of Alabama.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

11-1-7, 16-8-8, 41-14A-1, et seq.

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

FOOD SERVICE FUNDS

7.31

The Pike County Board of Education requires that all Child Nutrition Program funds be accounted for in accordance with policies and procedures set forth by the local, state, and federal requirements.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-080-030-.03

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

INVESTMENT OF FUNDS

7.32

- I. Based upon a written system of internal controls and operational procedures, the Superintendent or his/her designee shall invest temporarily idle funds to earn the maximum return for the period available. Highest priority shall be placed on the safety and liquidity of funds. Funds may be placed in the following types of investments:
 - A. Bids from qualified depositories;
 - B. Certificates of deposit;
 - C. Time deposits;
 - D. Securities of the United States Government including obligations of the United States Treasury; or,
 - E. Investment pools managed and directed by an approved agency of the state.
- II. The principal may invest temporarily idle internal account funds in SAFE qualified depositories at the best available return subject to the advice of Pike County School System staff trained in investment practices and procedures and approval of the Superintendent.
- III. Other investments may not be made unless specifically authorized.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 41-14A-1, et seq.

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

RESERVE FUNDS

7.33

The Pike County Board of Education, in accordance with Alabama law, directs that a General Fund reserve fund balance be maintained of an amount not less than one month's operating expenditures. Operating expenditures shall include all funds necessary to support normal operations of the school district for one month. 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.

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.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-13A-9

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

FUND BALANCE POLICY IN ACCORDANCE WITH GASB STATEMENT NO.54

7.34

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;

- A. 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.
- B. Restricted fund balances consist of amounts that are subject to externally enforceable legal restrictions imposed by creditor, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Examples of restricted fund balances include: restricted grants.
- C. 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.

- D. 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 Financial 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.
- E. 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.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

GASB STATEMENT #54

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: OCTOBER 24, 2011

REVISION DATE(S): _____

FORMERLY: NEW

BONDED PERSONNEL

7.40

- I. The Superintendent and the designated Chief School Financial Officer (CSFO) shall be bonded at an amount fixed by the State of Alabama in 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.
- II. The Superintendent or his/her designee shall secure surety bonds, in an amount agreed upon by the Board, for all employees of the Pike County School System who may be charged with the responsibility for handling public school funds.
- III. School principals and other selected employees shall be bonded for not less than one thousand (\$1,000) dollars.
- IV. The Board shall be authorized to make payment from public funds for surety bonds.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-13A-12

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

INDEBTEDNESS

7.41

Any Pike County school employee or other person shall be personally liable for creating any bill of indebtedness against a school or against the Pike County Board of Education unless authority exists under duly adopted policy of the Pike County Board of Education or unless authorized in writing by the Superintendent. Any employee violating the provisions of this rule may be subject to cancellation of his or her contract or dismissal from employment.

Bonded Indebtedness

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

Current Indebtedness

Tax proceeds, which are not pledged to retire bonded indebtedness, shall 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.

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.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-13-70, 16-13-140

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

INSUFFICIENT FUNDS AND WORTHLESS CHECKS

7.42

- I. Whenever a check is returned to the Pike County School System for insufficient funds, an entry will be made to decrease the revenue source and the cash account. It will then be logged on the "Bad Check Log" and the procedures for Bad Check Collection will be followed.

Only cash, money order, or cashier's check shall be accepted as payment for a worthless check. If payment is received within ten (10) days of sending the "Notice to the Maker," the money is deposited with both the notation of redeposit and the name on the returned check written on the deposit slip. After money has been received to cover the amount of the check and the service charge, the returned check may be returned to the person who wrote the check.

If the returned check is not collected, it will be turned over to the District Attorney's Worthless Check Unit. When collection is made, the deposit is re-entered into the books by debiting cash and crediting the revenue source.

- II. The service charge for processing returned checks shall be the maximum allowed by current law.
- III. No additional checks may be accepted for any individual or group unless and until prior worthless checks have been paid including all service charges.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-080-030-.03

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

AUDITS

7.50

Fiscal audits shall be completed by an employee of the Alabama Department of Examiners of Public Accounts or a licensed auditing firm approved by the Pike County Board of Education. Auditors shall conduct audits in accordance with the procedures set forth by the Department and shall, within that scope, furnish such schedules as the Pike County Board of Education may require. No audit shall fail to provide a comprehensive report on all accounts assigned for audit by the Board.

The Superintendent shall prepare a report of all local audits summarizing the effect of the year's operations for presentation to the Board. Audits other than annual audits shall be performed as needed.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-13A-7

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

PURCHASING AND BIDDING

7.60

- I. Bidding – The Pike County Board of Education directs that expenditures of public school monies in excess of the statutory dollar amount established by the Alabama Competitive Bid Law for labor, services, work, the purchase or lease of materials, equipment, supplies or any other personal property, with limited exceptions established by state law, shall be contracted by free and open competitive bidding with sealed bids and shall be awarded to the lowest responsible bidder meeting specifications.

Bids for building/capital improvement projects exceeding the statutory dollar amount established by the Alabama Public Works Act must comply with the state Public Works Act.

II. Local Purchasing

- A. The Pike County Board of Education should purchase locally provided products of equal quality that are readily available from local suppliers at prices equal to other non-local vendors. Pursuant to state law the Board, when purchasing personal property or contractual services, shall give preference to commodities produced in Alabama or sold by Alabama persons, firms or corporations.
- B. The Pike County Board of Education shall not be limited to making purchases within the local community or the state of Alabama when such local purchases within the local community or the state of Alabama do not meet the quality or competitive price of goods or services available from vendors outside the local community or state of Alabama.
- C. Preference may be given to a local vendor having a place of business in the county or municipality for the purchase of personal property, when a bid submitted by such a resident bidder is no more than three (3) percent greater than the bid of the lowest responsible bidder.
- D. Pike County Board of Education shall require that a requisition/purchase order system be established and followed.
- E. Local school purchases exceeding five thousand dollars (\$5,000.00) must have the signature of the principal and the Superintendent.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

41-16-50, 41-16-51, 41-16-57, 39-2-1, et seq.

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY

7.61

- I. Acquisition
 - A. All property purchased through system funds, internal funds, or donations from outside sources shall be acquired using system purchasing procedures.
 - B. All property, including vehicular equipment, shall be under the full control and name of the Pike County Board of Education.
 - C. All property with a value of five thousand dollars (\$5,000.00) acquired through internal accounts or donations, shall be reported immediately by the principal or worksite supervisor to the designated property records office on the prescribed forms.
 - D. Principals and supervisors of facilities shall be responsible for determining that all property is identified and accounted.
- II. Exchange - Principals and supervisors of facilities shall determine the property needs for his/her school or department. Pike County principals or system department heads shall declare any property which is not needed, upon approval of the designated property control office, and may requisition additional property through proper procedures.
 - A. Surplus property shall be reported on proper forms to the designated property records office which shall be responsible for acquiring and storing the surplus property.
 - B. Property items with a value as established in I.C. above may be exchanged between system departments and schools when approval is granted by the designated property records office and subsequently by the appropriate Pike County administrator. Notification of each approval shall be filed in writing with the designated property records office to adjust property records of schools and system departments.
 - C. Pike County Board of Education equipment shall not be used for gainful outside employment or private use of employees or by any for-profit group or organization.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

PROPERTY SALE, TRANSFER, DISPOSAL

7.62

The Pike County Board of Education shall be advised by the Superintendent in the event that certain real or personal property is no longer needed for public school purposes. Prior to presentation to the Board, the Superintendent shall determine that the property is not needed by any Pike County school facility. The Superintendent is authorized to store property for later use if that property is determined to have value and the Superintendent believes the property will be used in the future by a Pike County School System facility.

The Board, upon receipt of such report, may at such time as it deems proper and at its discretion declare that such property is no longer needed for public school purposes.

Once real property is declared as surplus by the Pike County Board of Education, the Superintendent or his/her designee shall be authorized to take appropriate action in disposing of such property as outlined below:

- A. Obtain an appraisal(s) reflecting the fair market value of all real property and significant personal property.
- B. Notify local governmental authorities that such property is no longer needed for school purposes and invite a proposal if there is a need for such property.
- C. Follow the procedures in the manner prescribed by state law for the sale of real property.
- D. The sale of surplus equipment and supplies may be conducted on a competitive basis or surplus items may be donated to appropriate groups for a public purpose at the discretion of the Board.
- E. Surplus property may be declared unusable and disposed in a reasonable manner as prescribed by law.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

41-5-14, 41-5-23

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

LOST OR STOLEN PROPERTY

7.63

- I. The principal or designee shall notify the following individuals when any Pike County School System property has been vandalized, stolen, or lost:
 - A. The proper law enforcement agency immediately to provide such information as may be available if the property is believed to have been stolen;
 - B. The system office by telephone; and,
 - C. In writing with a copy of such notice being sent to the Superintendent or designee.
- II. The custodian of the property records, or their designee, shall prepare a written report and recommendation to the Superintendent if the property is not recovered within thirty (30) days of notification.
- III. The Superintendent shall report to the Pike County Board of Education any property that has been lost or stolen if not recovered within thirty (30) days after the discovery of the loss or theft except major losses shall be reported to the Board immediately. Such a report shall include a recommendation that the property record be made inactive and any information applicable to personal liability shall also be reported.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-13A-1, 16-13A-6

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

INVENTORIES AND PROPERTY MANAGEMENT

7.64

The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the Pike County School System. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number, and shall be consistent with all controlling requirements of Alabama statutes and rules. School inventories shall be verified by administration at the Superintendent's direction.

- I. All equipment that has a value or cost specified by the Pike County Board of Education shall be listed.
- II. Property inventories shall be performed annually. It shall be each principal's duty to designate a person to make an annual inventory of all school property within his/her building(s). This report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. Such inventory shall be verified by the central office and filed with the central office either at the time designated in writing by the property control officer or at the time of any principal's resignation.
- III. Any incoming principal and the facilities supervisor shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the central office to identify any shortages or discrepancies.
- IV. The principal and/or his/her designee shall also be responsible for inventories of properties not listed in section I above such as library books, films and tapes, and other materials as deemed appropriate. These inventory records shall remain on file in the individual school in accordance with Alabama law.
- V. The Superintendent shall prescribe the procedures for the accountability of property.
- VI. All equipment purchased by the various school organizations or by outside organizations for school or system use shall become Pike County Board of Education property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.
- VII. The Superintendent or designee shall maintain a current and perpetual inventory of all stock in Pike County Board of Education warehouses and shall file an annual end-of-the-year report of the count and value of such items with the finance department.
- VIII. The Superintendent shall report to the Pike County Board of Education any property that has been lost or stolen if recovery is not made by the next regular Board meeting after the discovery of the loss or theft. Such report shall include a recommendation for inactivation of the property record and information concerning possible personal liability which may be appropriate as the circumstance may indicate.

STATUTORY AUTHORITY:

CODE OF ALABAMA

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PIKE COUNTY

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-13A-1, 16-13A-6

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-4(3)(C)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

PURCHASE ORDERS

7.65

Purchase orders are required by the Pike County Board of Education for all materials, equipment and supplies to be paid with Pike County Board of Education monies. The following procedures must be followed:

1. A purchase order is obtained from the Central Office by submitting a requisition. Requisitions must be approved prior to any purchase.
2. Special instructions should be noted on the requisition in such a way as to be easily detected by the Purchase Order Clerks or school secretary.
3. Only the Purchase Order Clerks are authorized to order items requiring a purchase order.
4. Invoices received which do not have a purchase order number will not be the responsibility of the Pike County Board of Education; the person placing the order has sole responsibility for payment in such cases.

"Blanket" purchase orders may be issued by the Purchase Order clerk to vendors from whom materials are purchased on a regular basis. This blanket purchase order will be valid only during the month in which it is issued. Where a blanket purchase order is used, each invoice shall not exceed \$100.00, and total purchases for a blanket purchase order shall not exceed \$500.00 with exception of Maintenance/Transportation and CNP orders.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-13A-5; 16-13A-6

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-13A-5; 16-13A-6

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§_____

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

PURCHASING CARDS

7.66

Purchasing cards shall be used exclusively for expending classroom instructional support funds in accordance with Alabama Administrative Code 16-18.1 (as amended by Act No. 99-389).

The use of purchasing cards requires the local board of education to utilize a voucher system to account for expenditures for classroom instructional support. Alabama Administrative Code 16-1-8.1 (as amended by Act No. 99-389) offers the voucher system as an alternative to purchasing classroom instructional support under the voucher system are limited to items costing \$15,000.00 or less per item.

In accordance with the Alabama Administrative Code 16-1-8.1 (as amended by Act 99-389), the Pike County Board of Education has elected to participate in the state purchasing card program. The program will be utilized in all schools within the system. The goal in providing this service is to promote educational excellence in schools by facilitating the purchase of needed classroom instructional supplies and equipment.

To gain access to a card, employees must sign a Purchasing Card Agreement and Use Form.

Purchasing Card Definition

The Purchasing Card is a tool to allow teachers to buy supplies and equipment with a card that is acceptable worldwide by merchants authorized to accept Visa. The card may be used to purchase at merchant locations.

Purchasing Card Benefits

Pike County School System employees should realize substantial time-savings when compared to the current system. Teachers will be able to purchase sale items immediately without having to wait for a purchase order and risk missing the sale price.

The accounting reports facilitate such activities as spending analysis and government compliance reporting. The tracking reports facilitate such activities as administrative reports, which typically provide: listings of cardholders, hierarchical configurations, details about the account limits and restrictions, and cardholder activity. Vendor management reports can be used to analyze small dollar purchasing data in aggregate to determine possible opportunities for discount negotiations. The control and audit reports produce exception and purchase log information, which will facilitate the control and audit of expenditures.

Expectations of Purchasing Card Users

Employees are responsible for appropriate use of the Purchasing Card. Additionally, employees are responsible for their actions while using the card. Use of the Purchasing Card is a privilege, not a right, and may be revoked if guidelines are not followed. The Superintendent or designee shall distribute procedures, guidelines, and expectations for employees regarding the use of purchasing cards, as well as consequences of misuse.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-13A-5; 16-13A-6

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-8.1, 16-13A-5; 16-13A-6

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§_____

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

RISK MANAGEMENT INSURANCE

7.70

- I. No new policy or procedure will be adopted or approved by the Pike County Board of Education without first giving careful consideration to the school system's risk exposure.
- II. When the purchase of insurance coverage is deemed necessary, such purchase will be made on the basis of service offered by the insurer or self-funded programs, the reliability and financial stability of the insurer or self-funded program, and the price of the coverage as competitively determined.
- III. Insurance Coverage – The Pike County Board of Education shall insure for:
 - A. Full value of all property for which it has title, including but not necessarily limited to buildings and contents.
 - B. Errors and omissions liability coverage to protect Board members, Board employees and the school system.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-22-5

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

FUND-RAISING FOR SCHOOL PROJECTS AND ACTIVITIES

7.90

All fund-raising projects and activities by schools or groups within the Pike County School System shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent.

The determination of the fund-raising projects and activities for a school shall be the responsibility of the principal and the staff and shall conform to the following conditions and any directives by the Superintendent.

- I. Fund-raising activities and projects within all Pike County schools shall be kept within a reasonable limit. Before approving any project or activity, the principal shall require full justification of the need and explanation of the manner in which the funds will be expended.
- II. Fund-raising activities that are designated as “game of chance” in any format are prohibited by any student organization.
- III. Merchandising projects shall be kept to a minimum.
- IV. All proceeds from these activities shall be recorded using the Board-approved form(s).

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8,

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-080-030-.03

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

SHORT-TERM NOTES

7.91

In accordance with state law, the Pike County Board of Education has the authority during any fiscal year, and 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. 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.

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

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-13-145

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

AWARDS AND RECOGNITION

7.92

In order to promote academic excellence and recognize significant contributions to education, the Pike County Board of Education may expend public funds for the purchase of trophies, plaques, academic banquets, and other appropriate honors to recognize special contributions by students, faculty, staff, and the public that strengthen public education in the school system and the state of Alabama.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-30-50 et seq

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

AL Acts 95-313 and 95-314

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4(5)(b)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

EXPENDITURE OF FUNDS

7.93

The Pike County 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.

Any and all funds of the school system, whether received from federal, state, local or other resources shall be disbursed only on the written order of the Superintendent or his/her designee. The actual signature and a facsimile of the following employees shall be required on all drafts and checks drawn against any bank account of the Pike County Board of Education:

- I. Superintendent
- II. Chief School Financial Officer

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-13A-8

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-13A-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§_____

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

Cash Management for Federal Funds – Part 200

The U. S. Department of Education and the U.S. Department of Agriculture have implemented Part 200 requirements that are now applicable to Alabama school boards. Part 200 contains requirements that school boards must have written policies to document certain procedures that will be followed for federal programs funds.

- I. The Pike County Board of Education (Board) will minimize the time between the receipt of federal funds from the United State Treasury, the Alabama Department of Education, or other pass-through entity, and the disbursement of those federal funds. Federal funds will only be requested to meet immediate cash needs for reimbursement not covered by prior receipts and anticipated disbursement that are generally fixed, such as monthly program salaries and benefits. Disbursement will be made with twenty business days after receipt of funds.
- II. The Chief School Financial Officer will maintain financial records that account for the receipt, obligation and expenditure of each federal program fund. Cash balances for each federal program fund and for the aggregate of all federal program funds will be monitored daily by the Chief School Financial Officer or designee.
- III. Board procedures to minimize the cash balances in federal program funds are expected to prevent the aggregate cash balances of federal program funds from earning \$500 or more for the fiscal year if maintained in interest-bearing accounts. The federal program funds, with the exception of Child Nutrition Program funds, will not be maintained in an interest-bearing bank account if the Chief School Financial Officer determines that baking requirement for minimum or average balances are so high that an interest-bearing account would not be feasible. Federal program funds will be maintained in insured checking accounts that are subject to the stat requirement for public deposits under the SAFE program.

Determination of Allowable Costs

- I. Before instituting a financial transaction that will require the expenditure of federal funds the federal program director and the Chief School Financial Officer or designees will determine that the proposed transaction meets the requirements for allowable costs for the federal program. Actions to determine allowable costs will assure that:
 - a. The proposed expenditure is included in the federal program budget;
 - b. The proposed expenditure is reasonable and necessary for the federal program;

- c. The proposed expenditure is consistent with procedures for financial transactions of the Board including:
 - 1. Purchase order approval procedures;
 - 2. Contract review and approval procedures;
 - 3. Applicable competitive purchasing procedures and;
 - 4. Documentation supports allow ability of transaction.
- II. Before payments are made from federal funds the federal program director and the Chief School Financial Officer or designee will determine that the federal program expenditure comp0lies with generally accepted accounting principles and complies with state, local, and federal laws, rules, and regulations.

Travel Policy

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by Board employees who are in travel status on official business of the Board. The Board's travel policy provides reimbursement and payments for travel costs of employees paid from federal funds that is consistent with the travel costs for Board employees paid from state or local funds.

Conflict of Interest

- I. Generally, a conflict of interest exists when a Board member, Board employee or agent of the Board participates in a matter that is likely to have a direct effect on his or her personal and financial interest. A financial interest may include, but is not limited to, stock ownership, partnership, trustee relationship, employment, potential employment, or a business relationship with an applicant, vendor, or entity. A Board member, Board employee, or agent of the Board may not participate in his or her official capacity in a matter that is likely to have direct and predictable effects on his or her financial interests.
- II. A Board member, Board employee, or agent of the Board will abide by the Federal and state laws and regulations that address conflict of interest standards. In general, the Federal rules provide that:

No employee, officer, or agent of the Board shall participate in the selection, or in the award or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs, or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from the firm consider for a contract. The Board's officers, employees or

agent will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors or parties to subcontracts.

- III. The Board's conflict of interest policies include adherence to the Alabama Ethics Law, which defines conflict of interest as:

A conflict of the part of a public official or public employee between his or her private interests and the official responsibilities inherent in an office of public trust. A conflict of interest involves any action, inaction, or decision by a public official or public employee in the discharge of his or her official duties which would materially affect his or her financial interest or those of his or family members or any business with which the person is associated in a manner different from the manner it affects the other members of the class to which he or she belongs.

- IV. A Board member, Board employee, or agent of the Board may not review applications, proposals, or participate in the evaluation or selection process where his or her participation in the review process would create the appearance that he or she is:

- a. Giving preferential treatment;
- b. Losing independence or impartiality;
- c. Making decisions outside official and appropriate channels;
- d. Harming the public's confidence in the integrity of the Board.

- V. Situations and circumstances presenting an actual conflict of interest or appearance of a conflict of interest should be brought to the immediate attention of the superintendent. A Board employee, Board member, or agent of the Board who has knowledge of a possible conflict of interest should identify the conflict and notify the superintendent. The superintendent will document his or her actions related to the reported conflict of interest. Resolution can consist of disqualification, recusal, waiver, or other appropriate measures. Appropriate measures may include reporting a conflict of interest to the State Ethics Commission, the Alabama State Board of Education, or the appropriate federal agency.

Procurement Policy

- I. The Board will follow state laws for the procurement of property and services. The primary state procurement laws for Alabama school boards are:
 - a. Alabama competitive Bid Laws (**Chapter 13B of Title 16, Code of Alabama 1975**);
 - b. Joint Information Technology Purchasing Agreement (**Chapter 13B of Title 16, Code of Alabama 1975**);
 - c. Public Works Law (**Title 39, Code of Alabama 1975**)

- II. To the extent allowed by state laws, the Board will utilize state, local, regional, and national purchasing agreements where appropriate for procurements or use of goods and services. All procurement transactions are subject to the *Board's Conflict of Interest Policy* and the procurement decisions of the Board will:
 - a. Avoid acquisition of unnecessary or duplicative goods and services;
 - b. Use the most economical and efficient approach for acquisitions;
 - c. Award acquisition contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement.
 - d. Consider contractor integrity, compliance with public policy, record of past performance, and financial and technical resources prior to awarding procurement contracts'
 - e. Maintain records sufficient to document the history of the procurement;
 - f. Conduct procurement transactions in a manner that provides full and open competition.

- III. Procurement transactions for federal programs and child nutrition programs that are not subject to the state procurement laws, but exceed the aggregate amount of the federal micro-purchase threshold, will be obtained by utilizing price or rate quotes from two or more qualified sources. State procurement laws include requirements for procurement of property and services.

- IV. The Board will request proposals for those professional service contracts (excluding architectural and engineering services) that are exempt under the state procurement laws if the contracts exceed \$50,000 and will be paid from federal or child nutrition program funds. The Board will utilize a team of three or more qualified individuals to conduct a technical evaluation of proposals received and or selecting recipients. As a part of the evaluation, the individuals on the evaluation team will sign an assurance that each of the individual is in compliance with the Board's conflict of interest policy.

STATUTORY AUTHORITY:

CODE OF ALABAMA

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§_____

HISTORY:

ADOPTED: FEBRUARY 13, 2017

REVISION DATE(S): _____

SAFETY

8.10

The Superintendent or his/her designee shall develop a safety program for Pike County Board of Education approval which meets the standards set forth by the Alabama State Department of Education. The program shall ensure that:

- I. Employees shall cooperate with the law enforcement officials in providing safe conditions for students.
- II. All Pike County School System employees strive to protect the physical welfare of each student.
- III. Employees remove hazards or report their existence to an immediate supervisor.
- IV. School alarm systems are monitored. Any malfunction shall be reported for immediate repair.
- V. System and school safety plans shall be maintained and fully implemented in accordance with Alabama law.
- VI. Adherence to the John Wesley Foster Act – Cardiac Response Plan for each campus.
 - A. Establishment of a cardiac response team.
 - B. Implementation and maintenance of ongoing staff training related to CPR and the AED.
 - C. Establishment of procedures to respond to a emergency cardiovascular event.
 - D. Ensure AEDs are maintained and readily available on each campus.
 - E. Maintain a list of staff trained in CPR and the use of the AED.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8; ACT 2024-392, §1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(1)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): SEPTEMBER 16, 2024

FORMERLY: JGFA

INSPECTIONS

8.14

As part of a comprehensive safety and loss control program, the Pike County Board of Education requires that all Pike County School System-owned property be inspected regularly for potential safety hazards. These inspections should be conducted by the person responsible for managing the site. Hazardous conditions identified within the inspection report should be reported to the maintenance department or other appropriate staff for correction. A written report of all safety inspections shall be submitted to the Superintendent and placed on file.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8,

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01, §290-3-1-.02(a)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

EMERGENCY DRILLS

8.15

- I. Fire Drills – The Pike County Board of Education requires that at least one (1) fire drill be held in each school during each month school is in session. A fire drill shall require complete evacuation of the building.
- II. Weather Drills -- A minimum of four (4) tornado drills shall be held each year. Each Pike County school shall keep a record on file of all emergency drills and shall forward a copy of the report to the Superintendent.
- III. Procedures shall be developed as part of the Pike County School System's Safety Plan to deal with other disasters and emergencies. Drills on such procedures, including lock down drills, will be conducted periodically in accordance with Alabama law.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

36-19-10

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JGFA

SANITATION

8.20

Each Pike County School System school principal or work site supervisor or designee, shall be responsible for maintaining satisfactory standards of sanitation and housekeeping.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-22-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-080-030-.03

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

VEHICLE INSPECTIONS

8.30

- I. All Pike County Board of Education buses used for the transportation of children shall be inspected both monthly and annually in accordance with standards established by the State Department of Education.
- II. Any vehicle found to be deficient shall be removed from service and shall not be used to transport students until the appropriate repairs have been made and further inspection reveals that the deficiency has been removed.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-27-1, 16-27-3, 16-27-5, 16-27-6,

16-27-8, 32-6-49.1 to 32-6-49.20

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01(2)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

SPECIAL USE OF SCHOOL BUSES

8.31

- I. Buses may be used for field, educational, and extracurricular trips upon prior approval of the Superintendent.
- II. Any school which uses a bus for a trip shall reimburse the Pike County Board of Education for all costs and mileage at the mileage rate established by the Board from the location of the bus to the destination and return, unless otherwise approved by the Superintendent.
- III. A school bus may not be used for an extracurricular activity which requires an overnight stay, or takes the group out of state without special approval of the Superintendent and approval of the Board. Drivers must meet all Department of Transportation (DOT) requirements for out-of-state travel.
- IV. The Board, at its discretion, may approve use of school buses by other governmental or quasi-governmental groups.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-9, 16-27-2

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01(2)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JGG

USE OF BOARD VEHICLES

8.34

Certain employees of the Pike County Board of Education 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. 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. The following provisions shall apply:

1. Employees may not use their Board-owned vehicle for personal purposes other than minor use such as a stop for lunch between business/worksites.
2. 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, with Board approval, at the homes of employees to whom the vehicles are assigned during non-business hours.
3. The Board reasonably believes its assigned vehicles are to be used only for school-related business travel, other than minor use as noted above.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-8-10

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

CHILD NUTRITION PROGRAM

8.40

- I. The Pike County Board of Education shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.
- II. An objective of the Pike County School System is that all students have the opportunity to participate in the school lunch program. The Child Nutrition Program Director shall determine, in accordance with federal regulations, those students eligible for free or reduced price lunches.
- III. The Pike County Board of Education Child Nutrition Program (CNP) lunchrooms shall incorporate food safety practices as outlined under Hazard and Critical Control Point (HACCP) guidelines, Standard Operating Procedures (SOPs) shall be developed for handling, storage, preparation, and serving of all foods.
- IV. The Superintendent shall develop all policies and procedures in compliance with state regulations.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-080-030-.03

HISTORY:

ADOPTED: SEPTEMBER 20, 2004

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JGH; JGHA; JGHC

MEAL PATTERNS

8.41

- I. All Pike County schools with grades K-12 shall participate in the Child Nutrition Program and shall serve student meals according to meal patterns established by the United States Department of Agriculture.
- II. The principal is responsible for scheduling adequate lunch time for students between the hours of 10:00 a.m. and 2:00 p.m. Variations from this schedule must have the approval of the Superintendent or designee.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-080-030-.03

HISTORY:

ADOPTED: SEPTEMBER 15, 2003

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JGHB; JGHA; JGHC

UNCOLLECTED CHARGED MEALS AND BAD CHECKS 8.42a

Worthless Check Policy

Whenever a check is returned, an entry will be made to decrease the revenue source and the cash amount. It will then be logged on the "Bad Check Log" and the procedures for Bad Check Collection will be followed.

Only cash, money order, or cashier's check shall be accepted as payment for a bad check. If payment is received within ten (10) days of sending the "Notice to the Maker", the money is deposited with both the notation of redeposit and the name on the returned check written on the deposit slip. After the money has been received to cover the amount of the check and the service charge, the returned check may be returned to the person who wrote the check.

If the returned check is not collected, it will be turned over the District Attorney's Worthless Check Unit. When collection is made, the deposit is re-entered into the books by debiting cash and crediting the revenue source.

Funds from uncollected checks, or debt incurred to the Child Nutrition Program, will be paid from a nonpublic source.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8,

HISTORY:

ADOPTED: NOVEMBER 21, 2005

REVISION DATE(S): FEBRUARY 16, 2009

AUGUST 6, 2019

SEPTEMBER 16, 2019

FORMERLY: JGHD

8.42

UNCOLLECTED CHARGED MEALS

8.42b

Charged Meals Policy

Unpaid meal charges are viewed by the USDA as bad debts. Bad debts must be written off as operating losses; this particular operating loss may not be absorbed by the NSFS, but must be restored using non-Federal funds. Due to Pike County Schools currently sponsoring the USDA Community Eligibility Provision, one reimbursable meal for breakfast and lunch will be available at no cost to all enrolled students on our district each day. However, students will not be allowed to charge for second meals or a la carte items and adults will not be allowed to charge for any meals/a la carte items. Therefore, no charges should occur within the Child Nutrition Program.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8,

HISTORY:

ADOPTED: NOVEMBER 21, 2005

REVISION DATE(S): FEBRUARY 16, 2009

AUGUST 6, 2019

SEPTEMBER 16, 2019

FORMERLY: JGHD

8.42

CNP OFFER VERSUS SERVE

8.43

Offer versus Serve is a provision of the Child Nutrition Program federal regulations designed to reduce food waste by allowing students to choose only those foods which they intend to eat. Offer versus Serve is implemented in Pike County Schools for grades 4 – 12.

Offer versus Serve School Breakfast: In this program students must choose at least two (2) of the three (3) menu items offered.

Offer versus Serve School Lunch: In this program students must be offered the complete, planned meal and must take a minimum number of food items. If the planned menu includes the entrée, milk, and three (3) additional menu items, the student may not decline more than two (2) items. The student must take the entrée and at least two (2) other menu items.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: SEPTEMBER 15, 2003

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: JGHB

COMPETITIVE FOOD AND FOODS OF MINIMAL NUTRITIONAL VALUE

8.44

Competitive foods means any foods sold in competition with Child Nutrition Program to children in food service areas during meal periods. Foods in vending machine or school stores are not to be sold during the serving times of breakfast and lunch. Foods sold for fundraising purposes are not to be sold during school hours.

Carbonated Beverages – Federal guidelines prohibit the sale of carbonated beverages in school cafeterias. **Carbonated Beverages are not** to be brought into the cafeterias or instructional areas during the school day.

Foods from outside vendors – Food must be in a clear container with no vendor labeling/advertising.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: AUGUST 18, 2014

FACILITIES

8.50

- I. It shall be the responsibility of the Pike County Board of Education and Superintendent to develop and/or implement plans that will meet the present and future educational requirements of the community consistent with state laws. To discharge this responsibility effectively, the Board shall develop a long-range capital plan to meet the school facility-related requirements of the system.
- II. The Board will involve administrators, teachers, students, parents, local citizen groups, specially designated committees, and technical personnel, *e.g.*, architects, planners and approved outside consultants in the design, development and/or revision of the long-range capital program.
- III. Subject to Board approval, the Superintendent is authorized to secure the services of experts, including planning and architectural consultant(s), in the area of school plant planning, to work with staff in developing project specifications.
- IV. New construction or renovation at school facilities shall have the approval of the State Superintendent of Education and the Alabama Building Commission.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-3-17, 16-4-21, 16-12-6,

16-12-7, 16-13-90, 16-9-22

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-2-03-.01

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

SUPERVISION OF CONSTRUCTION

8.51

- I. The Superintendent or designee shall provide to the Pike County Board of Education a review of the architect's activities in his/her supervision of any building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the school system. The Superintendent or designee shall make periodic reports certifying that the work of the construction contractor and the architect are being performed in accordance with plans, specifications and contracts.
- II. Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance will be made to the Pike County Board of Education by the Superintendent.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-3-12, 16-3-14, 16-4-10, 16-13-90

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS 8.53

Any individual or group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal and Superintendent for Pike County Board of Education approval. Any such improvement or addition shall become the property of the Board. All improvements or additions must meet current building codes, including the Americans with Disabilities Act and State Department of Education Bulletin 1983-26 as amended and shall come under the guidance and direction of the Board.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-2-.02 et seq.

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

TECHNOLOGY AND TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

8.60

- II. The Pike County School System shall develop a comprehensive technology and telecommunications plan for administrative and instructional purposes. The plan shall advance and promote public education consistent with technology advances and availability of resources. To the extent feasible, it shall promote access, collaboration, and information sharing between and among schools, system offices, and the global community and include provisions for protecting students from access to inappropriate and prohibited information and materials.
- III. The Superintendent or designee shall be responsible for establishing and authorizing use of technology, telecommunications services and networks consistent with the telecommunication plan which shall be presented to the Pike County Board of Education for approval. Such plan shall be updated periodically and submitted for Board review and approval.
- IV. Such guidelines shall be broadly distributed and/or posted in appropriate locations. Such guidelines shall address computer room access, sale of computer services, acceptable use, proper etiquette, security, vandalism, harassment, and supervision of student use by staff. Any user violating such guidelines shall be subject to denial of school-based access and such other legal or disciplinary actions as are appropriate to the violation.
- V. Pike County School System computers, network access, and other information resources such as electronic mail (e-mail) are provided for staff use to support the system's mission and goals. Access by staff and students to inappropriate and prohibited information and materials shall be limited by the use of appropriate software. All such resources are Pike County Board of Education property and subject to the same rules for use as other physical property. In addition, the following rules shall apply:
 - A. Use of information resources should be limited to legitimate educational purposes. Programs for personal use should be avoided. Use for illegal or commercial purposes is prohibited.
 - B. E-mail, World Wide Web pages, and other forms of electronic documentation:
 - 1. Users shall not be obscene and shall not access or use abusive language or other inappropriate material.
 - 2. User information will require the same handling as other public records.
 - C. User accounts and passwords must not be shared except where authorized. The person in whose name an account is issued is responsible for its proper use at all times.

- D. Copyright and license agreements will be respected; no unauthorized copies of programs or files will be made.
 - E. Users shall not take unauthorized actions which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, or destroy the data or service of the computer or network systems. (Access to data storage accounts and services are limited to selected personnel.)
 - F. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including chain letters and jokes, is not authorized.
 - G. Users must avoid spreading computer viruses. Users may not download files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
 - H. All purchase of computers, printers, systems, etc. shall be approved by the technology department prior to purchase.
 - I. The connection of any technology device to the system's existing infrastructure is prohibited.
- VI. The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no expectation of privacy when using Pike County Board of Education provided equipment and network resources.
- VII. Users must acknowledge their understanding of all policies and guidelines on a yearly basis by reading and signing the applicable Pike County School System Acceptable Use Policy. The Pike County School System will annually update the Acceptable Use Policy for Students and the Acceptable Use Policy for Employees.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-13-231

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01(4)

HISTORY:

ADOPTED: AUGUST 21, 2000

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GE

INTERNET AND INSTRUCTIONAL TECHNOLOGY ACCEPTABLE USE POLICY FOR ALL USERS

8.60.1

The Pike County School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. These technologies, when properly used, promote educational excellence in Pike County Schools by facilitating resource sharing, innovation, and communication. To this end, the Pike County Board of Education encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Pike County School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Pike County Board of Education adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Pike County School District-owned equipment or through Pike County School District-affiliated organizations.

Pike County School District Rights and Responsibilities:

It is the policy of the Pike County School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Pike County School District recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the Pike County School District retains the following rights and recognizes the following obligations:

- To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
- To remove a user account on the network.
- To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Pike County School District-owned equipment and, specifically, to exclude those who do not abide by the Pike County School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Pike County School District reserves the right to restrict online destinations through software or other means.

- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.
- To the extent practical, technology protection measures (or “internet filters”) shall be used to block or filter Internet (or other forms of electronic communications) access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed (1) obscene, (2) child pornography, or (3) any material deemed harmful to minors.

Staff Responsibilities:

- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Pike County School District.
- Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
- Staff members will provide for the education of students regarding online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response.

User Responsibilities:

- Use of the electronic media provided by the Pike County School District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. Users must protect all system devices from damage or theft. Users are required to maintain password confidentiality by not sharing their password with others and may not use another person’s system account. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use:

- All use of the Internet/Computers/Network must be in support of educational and research objectives consistent with the mission, goals and objectives of the Pike County School District.
- Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using any electronic communication extreme caution must always be taken in revealing any information of a personal nature.

- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible via the network should be assumed to be private property.
- Faculty and student email will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
- Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
- From time to time, the Pike County School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use:

- Giving out personal information about another person, including home address and phone number, is strictly prohibited.
- Any use of the network for commercial or for-profit purposes is prohibited.
- Excessive use of the network for personal business shall be cause for disciplinary action.
- Any use of the network for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information on, obtain copies of, delete, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
- The unauthorized installation of any software, including shareware and freeware, for use on Pike County School District computers is prohibited.
- Use of the network to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the local area network is prohibited.
- Participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- The Pike County School District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Pike County School District for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Pike County School District.

- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of the network for any unlawful purpose is prohibited.
- Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
- Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Disclaimer

- Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- Any violation of this policy will subject the violator to disciplinary action, which shall include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for the Student Code of Conduct and the Pike County Board of Education Policy Manual and; in addition, prohibition of further use of the Internet by the violator.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16.8.8, 16-13-231

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: AUGUST 21, 2000

11/7/2024, 8:14:47 AM

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PIKE COUNTY

REVISION DATE(S): JANUARY 14, 2021

FEBRUARY 16, 2009;

SEPTEMBER 14, 2009

FORMERLY: GE

WEBSITE DEVELOPMENT AND USE

8.60.2

There are two basic purposes for School System websites (1) to make parents, students, and the community aware of school, classroom, and student activities and (2) to foster communication among those groups.

System Website Guidelines

All subject matter on Pike County School System websites should relate to curriculum, instruction, school-authorized activities, school or school system news or general information that relates to the district's mission.

All content should conform to Board policies, established school guidelines, including the code of Conduct and Acceptable Use Policy, and copyright laws. Content shall not violate federal, state or local laws.

Web pages should not contain any student personal information such as address, phone number, email address, names of family members, or names of friends.

Passwords are to be kept confidential and should never be shared with students.

Parent or guardian approval is required before student photographs are posted to a website.

Pictures of elementary students should not include individual names. Pictures of secondary students may be identified by first name only.

Student work should be identified by first name only. If two students in a class have the same first name, they should be identified by initials, not first name and the initial of the last name.

Web Administrators should make a reasonable effort to insure that posted information is kept up-to-date, that links to other sites are active, and that content on the remote site is appropriate.

Classroom Web Page Guidelines

Each Pike County teacher shall post a minimum of his/her education/experience and a brief biography, in bullet format, to his/her classroom web page. Each school principal may require that additional information be posted.

Suggested uses for classroom web pages may include:

- Posting homework assignments (The assignments posted on this site are to serve as guidelines for parents. Students are responsible for keeping up with daily assignments and announcements made in class.)
- Weekly newsletters
- Classroom rules

- Posting the course syllabus
- Useful links to Internet resources that would add value to a student's learning experience. (Teachers are asked to consider the education value of all links; links to sites whose primary purpose is commercial or political should be avoided.)

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

Remote Access Policy Agreement

8.60.3

1.0 Purpose

The purpose of this policy is to define standards for connecting to Pike County School District's network from any host computer. These standards are designed to minimize the potential exposure to Pike County School District from damages which may result from unauthorized use of Pike County School District resources. Damages include the loss of sensitive or school confidential data, intellectual property, damage to public image, damage to critical Pike County School District internal systems, etc.

2.0 Scope

This policy applies to all Pike County School District employees, contractors, vendors and agents with a Pike County School District-owned or personally-owned computer or workstation used to connect to the Pike County School District network. This policy applies to remote access connections used to do work on behalf of Pike County School District, including reading or sending email and viewing intranet web resources. Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, DSL, VPN, SSH, and cable modems, etc.

3.0 Minimum System Requirements

	VPN or Dial-Up
Operating System	Windows 2000 or greater with current security patches. OS X with all updates.
CPU	PIII 500 or greater
RAM	256MB or greater
Disk Space	250MB
Modem Type	Cable, DSL, Satellite. Broadband is Highly recommended.
Software	Cisco VPN Client, Internet Explorer 6 or greater. Firefox 2.0 or greater.
Antivirus	Installed Antivirus must have active scanning and be kept up to date on a daily basis.
Personal Firewall	Windows Firewall at minimum needs to be enabled.

4.0 Policy

4.1 General Policy and Appropriate Use

- It is the responsibility of Pike County School District employees, contractors, vendors and agents with remote access privileges to Pike County School District's school network to ensure that their remote access connection is given the same consideration as the user's on-site connection to Pike County School District.
- General access to the Internet for recreational use by the immediate house hold will still be under the same school standard as is expected while you are at your office or classroom as per the Pike County Schools Internet Use Agreement. The Pike County School District employee is responsible to ensure the family member does not violate any Pike County School District policies, does not perform illegal activities, and does not use the access for outside business interests.
- Please review the following policies for details of protecting information when accessing the school network via remote access methods, and acceptable use of Pike County School District's network:

A) Virtual Private Network (VPN) Policy

- Approved Pike County School District employees and authorized third parties (customers, vendors, etc.) may utilize the benefits of VPNs, which are a "user managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees.
- It is the responsibility of employees with VPN privileges to ensure that unauthorized users are not allowed access to Pike County School District internal networks.
- VPN use is to be controlled using either a one-time password authentication such as a token device or a public/private key system with a strong passphrase.
- When actively connected to the Pike County School District network, VPNs will force all traffic to and from the PC over the VPN tunnel: all other traffic will be dropped.
- Dual (split) tunneling is NOT permitted; only one network connection is allowed.
- VPN gateways will be set up and managed by Pike County School District network operational groups.
- Most of the remote access connections into the Pike County District network include a "time-out" setting. Idle connections will time out after 30 minutes and any active connection will time out after 3 hours of use.

- VPN users will be automatically disconnected from Pike County School District's network after thirty minutes of inactivity. Pings or other artificial network processes are not to be used to keep the connection open.
- The VPN concentrator is limited to an absolute connection time of 24 hours.
- Users of computers that are not Pike County School District-owned equipment must configure the equipment to comply with Pike County School District's VPN and Network policies.
- Only Cisco VPN software may be used by remote clients.
- The remote access user agrees to immediately report to their principal and PCBOE Technology Department any incident or suspected incidents of unauthorized access, damage, loss, or disclosure of company resources, databases, networks, etc. Remote access privileges of that user will be suspended until such time that the cause of the incident can be determined and appropriate actions can be taken. This may include but not be limited to cleaning the remote access users PC. If the equipment that is being used to access Pike County School District's network is owned by the school system it will be cleaned by the PCBOE Technology Department. If the equipment is owned by the user, it is the responsibility of that user to clean that system, and provide the PCBOE Technology Department proof that the system was cleaned.
- If a personally- or school district-owned computer or related equipment used for remote access is damaged, lost, or stolen, the authorized user will be responsible for notifying their principal and PCBOE Technology Department immediately.
- The remote access user also agrees to and accepts that his or her access and/or connection to Pike County School District networks may be monitored to record dates, times, duration of access, etc., in order to identify unusual usage patterns or other suspicious activity.
- In the event a personally owned computer, laptop, or other handheld device is given away or sold. **The owner of said device should wipe clean (erase data or format) that device before granting it to the new owner.** This is imperative because the device was used for accessing the Pike County School District network and has software used for access. Please call or email the Technology Coordinator or Technical Specialist if you need assistance.
- Any questions relating to this policy should be directed to the PCBOE Technology Coordinator or the PCBOE Technical Specialist.
- PCBOE Technology Department reserves the right to turn off without notice any access port to the network that puts the school district's systems, data, users, and clients at risk.

B) Wireless Communications Policy

Any laptop or electronic handheld that needs to be joined to the domain will need to meet the following requirements before it can be added to our network:

- All Windows based laptops must have an updated anti-virus program and runs scheduled scans of the laptop to prevent infection of known viruses, Trojans, and worms. Updates must be performed daily and scheduled scans at least once per week.
- All laptops or electronic hand held devices must have all Security and Critical Updates applied to the system. Updates need to be checked daily, by either manual updating or using the auto update feature in the Operating System.
- Anti-spyware programs are highly recommended.
- Each device must be looked at by a Pike County Board of Education technology technician before being joined to the network.

C) Acceptable Use Policy

Refer to Policy 5.90 Acceptable Use Of Computer Technology and Related Resources.

4.2 Requirements

- Secure remote access must be strictly controlled. A configuration file will be given that is already setup with a strong password.
- At no time should any Pike County School District employee provide their login or email password to anyone, not even family members.
- Pike County School District employees and contractors with remote access privileges must ensure that their Pike County School District-owned or personal computer or workstation, which is remotely connected to Pike County School District's school network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.
- Pike County School District employees and contractors with remote access privileges to Pike County School District's school network must not use non-Pike County School District email accounts (i.e., Hotmail, Yahoo, AOL), or other external resources to conduct Pike County School District business, thereby ensuring that official business is never confused with personal business.
- Reconfiguration of a home user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.
- Personal equipment that is used to connect to Pike County School District's networks must meet the requirements of Pike County School District-owned equipment for remote access. Please view the requirements listed above.

- Organizations or individuals who wish to implement non-standard Remote Access solutions to the Pike County School District will not be allowed.
- All computers connected to Pike County School District internal networks via VPN or any other technology must use the **most up-to-date anti-virus software** that is the corporate standard (<http://www.mcafee.com/us/>, <http://www.symantec.com/index.jsp>, or <http://www.free.avg.com/>); this includes personal computers.
- By using VPN technology with personal equipment, users must understand that their machines are a de facto extension of Pike County School District's network, and as such are subject to the same rules and regulations that apply to Pike County School District-owned equipment, i.e., their machines must be configured to comply with the stated policies:
 - Any personal computer or laptop with Windows XP or Windows Vista that is to connect to the Pike County School Districts network will need to have one of the previously stated Anti-Virus packages installed and continually updated when you connect to our school network.
 - Any personal computer or laptop that is to connect to the Pike County School Districts network will need to **have all Critical and Security Updates installed to their system**. That includes, but is not limited by, Windows Updates, Apple Updates, etc...
 - The use of Anti-Spyware programs is **highly recommended**.
 - <http://www.microsoft.com/windows/products/winfamily/defender/default.mspx>
 - <http://www.safer-networking.org/en/index.html> (Spybot Search & Destroy)
 - <http://www.lavasoft.com/> (Adaware)

5.0 Enforcement

- Failure to comply with the Remote Access Policy and Agreement may result in suspension of remote access privileges, disciplinary action up to and including termination.

6.0 Definitions

Term Definition

- Cable Modem - Cable companies such as AT&T Broadband provide Internet access over Cable TV coaxial cable. A cable modem accepts this coaxial cable and can receive data from the Internet at over 1.5 Mbps. Cable is currently available only in certain communities.
- CHAP - Challenge Handshake Authentication Protocol is an authentication method that uses a one-way hashing function.
- Dial-in Modem - A peripheral device that connects computers to each other for sending communications via the telephone lines. The modem modulates the digital data of computers into analog signals to send over the telephone lines, then demodulates back into digital signals to be read by the computer on the other end; thus the name "modem" for modulator/demodulator.
- Dual Homing: Having concurrent connectivity to more than one network from a computer or network device. Examples include: Being logged into the School network via a local Ethernet connection, and dialing into AOL or other Internet service provider (ISP). Being on a Pike County School District- provided Remote Access home network, and connecting to another network, such as a spouse's remote access. Configuring an ISDN router to dial into Pike County School District and an ISP, depending on packet destination.
- DSL Digital Subscriber Line (DSL) is a form of high-speed Internet access competing with cable modems. DSL works over standard phone lines and supports data speeds of over 2 Mbps downstream (to the user) and slower speeds upstream (to the Internet).
- Remote Access - Any access to Pike County School District's school network through a non-Pike County School District controlled network, device, or medium.
- Split-tunneling - Simultaneous direct access to a non-Pike County School District network (such as the Internet, or a home network) from a remote device (PC, PDA, WAP phone, etc.) while connected into Pike County School District's school network via a VPN tunnel.
- VPN Virtual Private Network (VPN) is a method for accessing a remote network via "tunneling" through the Internet.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: SEPTEMBER 14, 2009

REVISION DATE(S): JULY 2011

FORMERLY: NEW

TELEPHONE SERVICE

8.61

- I. To promote efficiency and economy, the Superintendent or designee shall develop a uniform system for implementing effective telephone service systems, including use of telephone lines to support technology. Pike County School System personnel shall be informed of this system.
- II. The Pike County School System shall encourage use of toll free networks or equivalent services.
- III. Telephone service and long distance billings shall be subject to periodic review and audit. No person shall charge unreimbursed long distance personal calls to the Pike County Board of Education.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

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HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

WELLNESS

8.62

The Pike County Board of Education believes a good education prepares students for all facets of life, including healthy living. In accord with the State Board of Education's Implementation Guidelines for Exercise and Nutrition, the school board supports activities to encourage student wellness, including:

1. Integrating nutrition education across the curriculum
2. Providing students opportunities for meaningful physical activity connected to students' lives outside of physical education.
3. Adopting regulations regarding reimbursable meals consistent with federal Child Nutrition Programs that comply with federal, state and local guidelines.
4. Encouraging students to participate in the school meal program for which they are eligible, and ensuring that Child Nutrition Programs are accessible to all children.
5. Supporting professional development for staff and informational programs for students on nutrition and physical education.
6. All foods and beverages made available on campus (including vending, concessions, a la carte, student stores, parties, and fundraising) during the school day are consistent with the current guidelines. Assuring that all school-base activities are consistent with wellness policy guidelines.

The Wellness Policy will provide guidance for all schools, as each Local Wellness Policy is due on April 1 of each year. A set of Wellness Guidelines will be distributed to each LEA and reviewed quarterly by the Wellness Committee, consisting of administrators, teachers, students and a board member.

The superintendent shall designate an administrator to oversee the board's efforts to promote student wellness and collaborate with parents, students, administrators and food authority representatives when developing student wellness policies and programs.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-8-9

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

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HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): JULY 11, 2012

FORMERLY: NEW

CELL PHONE USE

8.63

The Pike County School System prohibits the student use of all electronic communication devices, including cellular phones and pagers/beepers, at all schools during the school day. This includes using the cellular phones to make voice calls, to take photos and video recordings, and/or to send/receive text messages, share social media shorts/clips, or messages/images.

This includes a prohibition on use of cell phones in all campus locations; including but not limited to hallways, restrooms, and any common areas at all times including lunch, break time, restroom time, and during transitions from class to class.

Students are encouraged **not** to bring cell phones to school, but if it is necessary to do so, the following rules must be followed:

Cell phones must be:

- Turned off when a student arrives on campus and remained turned off until the end of the school day.
- Placed in the board approved pouch provided in each classroom upon entry into the room, and
- Maintained in a locker, backpack, purse, pocket, or private vehicle at all other times including breaks, lunch, and class changes.

Exceptions

Exceptions may be granted by the school principal or his/her designee (Exception must be given in writing and must be for specific reasons such medical need that is documented by a 504 Plan or IEP).

At the end of each day, students may use their cell phones while on campus for co-curricular and extra-curricular activities after normal school hours.

During school hours, students who need to communicate with parents should do so **only** through the principal's, counselor's, or nurse's office. Parents who wish to speak with their child should contact the school office.

Consequences for Failure to Follow Policy

First Offense	The cellphone will be confiscated and returned to the parent at the end of the school day.
Second Offense	The cellphone will be confiscated and returned to the parent at the end of the school day and a 1 day out-of-school suspension.
Third Offense	The cellphone will be confiscated and returned to the parent at the end of the school day and a 3 day out-of-school suspension. OR Choose the assignment of a YONDR Pouch for 30 days.
Subsequent Violations	YONDR pouch assignment and student and parent required participation in online educational activity (60, 90 Days, Permanent Assignment)

Violations during YONDR Assignment

In the event of damage or loss, students/parents are responsible for replacing the YONDR pouch (\$30).

- For students caught on their phone while assigned a YONDR Pouch, the school administration will collect the phone and Pouch. The device will be returned after parent conference – see below for subsequent offenses:
- Second Offense - no phone permitted on campus for 30 school days.
- Third Offense - no phone permitted on campus for 90 school days + 5 days at ALC
- Fourth Offense - no phone permitted on campus for the remainder of the school year + 10 days ALC (ALC – Alternative Learning Center)
- **For students who post media after school hours but taken during school hours, these posts shall be considered evidence of a violation of this cell phone policy. Depending on the content of the media, additional disciplinary action may apply.**
- **Students who bully other students through social media postings will be subject to disciplinary action.**
- **Also, students should be reminded that the posting of inappropriate pictures of other students regardless of the age of the student and/or where the images were created may make all of the students making, sending or receiving these images in violation of Alabama Law and may subject the student(s) to criminal prosecution. School officials have a duty and are obligated to report any such images or videos to law enforcement.**

- **Additionally, parents and students are reminded that it is important to be knowledgeable about the ability of certain cell phone applications to allow bad actors to track the physical location of students and the danger this poses.**

Lost or Stolen Cell Phones

Due to the enormous amount of time spent on stolen cell phones, the school/school system will not investigate stolen cell phones. If a student has these devices at school, he/she should make every effort to keep them secure because the school will **not** be responsible for them if they are lost or stolen. The security of the cell phone is the sole responsibility of the student.

Authorized Use of Cell Phones By Students - Information

Students involved in before or after school academic programs shall observe school hour rules during these programs.

Student use of cellular phones/electronic communication devices for field trips, sporting events, extracurricular activities, etc. during school hours or before or after school hours will be at the discretion of the principal and sponsor/coach.

Students may use cellphones when a faculty member has authorized their use in class for an instructional purpose or to access authorized social emotional measuring apps under the direction of the faculty member or to utilize “see something, say something” reporting applications.

Employee Cell Phone Use

Use of personal cell phones during the school days should be limited to school matters only. Personal calls should be made only during breaks such as planning time or lunch.

The use of cell phones or other electronic communication devices or media devices may not be used while operating vehicles owned or leased by the Pike County Board of Education.

Any employee found in violation of this policy may be subject to suspension or other disciplinary action by the school administration and/or the Pike County Board of Education.

The school/school system is not responsible for the loss, damage, or theft of any electronic device brought to school or to a school event.

Emergency Procedures: Faculty and staff use of personal cell phones shall be limited to emergencies such as use of E3. Teachers should not use cell phones in the presence of students.

Students and employees may use their cell phones in a school emergency situation, such as a Code Red/Code Blue school lockdown, called by local or district administrators. The declaration of school emergency, Code Red/Code Blue is at the discretion of the school administration only – students are not at liberty to determine a situation is an emergency.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA 16-1-27; ACT

1989, #89-953; P.1880, §1,

ACT 2006- 530

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

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HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): JULY 11, 2011

SEPTEMBER 2024

EMERGING TECHNOLOGIES/ELECTRONIC DEVICES 8.64

The Pike County Schools System recognizes that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge. Thus, it is the intention of the Pike County School System that all technology resources be used in accordance with any and all school system policies and procedures as well as local, state and federal laws and/or guidelines governing the usage of technology and its component parts.

Personal technology-related devices that enhance classroom instruction such as, but not limited to laptops, iTouch/iPods/iPads, e-readers, cameras or other eDevices, etc. can be used on school grounds with the permission of the local school administration and the classroom teacher. Students should also have a signed permission form from their parent authorizing them to bring the technology to school. The student should take the technology to the designated teacher before school begins. These items are subject to all policies and procedures covered in the Pike County Schools Acceptable Usage Policy, Code of Conduct, Policy Manual, and other applicable published guidelines.

See Cell Phone Use Policy 8.63 for use of cell phones at school.

No technologies may be purchased, brought to campus, or used to access school system resources that interfere with or adversely affect functions or operations of school system technology resources/infrastructure. The user should not access local area network or wide area network resources that require authentication without the explicit permission of the technology staff. Public internet access is available for visiting devices and is subject to the conditions outlined in Pike County School's technology policies and all other school system policies and guidelines, as well as local, state, and federal laws.

All personal electronic devices will adhere to the same technology protection measures (or "internet filters") as school/school system devices to deny access to inappropriate information.

Any device that provides personal wireless internet services on school campuses is strictly prohibited.

To maintain network integrity and to insure that the network is being used responsibly, if any policy violation or inappropriate behavior is suspected, the Pike County Schools technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices. Users should be aware that activities may be monitored anytime without notice.

Any student or employee found in violation of this policy may be subject to suspension or other disciplinary action by the school administration and/or the Pike County Board of Education.

The school/school system is not responsible for the loss, damage, or theft of any electronic device brought to school or to a school event. The security of these devices is the sole responsibility of the student.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

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HISTORY:

ADOPTED: JULY 11, 2011

REVISION DATE(S): _____

FORMERLY: NEW

SEXTING

8.65

“Sexting “ is the act of sending pictures of a sexual nature between cell phones, or other electronic media. The Pike County School System explicitly prohibits “sexting”. Students will not create, use, send, download, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography, to internal or external users, websites, social networks, or blogs.

School administrators may search cell phones if they have reasonable suspicion that a search will reveal a violation of school rules. If a Principal confirms “sexting”, the following steps will be followed:

- Contact the parents of all students involved.
- Immediately contact the police.
- Report the “sexting” to the Department of Health and Human Resources under the requirements of reporting child abuse or neglect.
- The Principal should take steps to avoid continued distribution of the messages (i.e., confiscate the phones and provide to police).
- The Principal should then discipline all students involved pursuant to the Student Code of Conduct.

STATUTORY AUTHORITY:

CODE OF ALABAMA

Ala. Code § 13A-12-192 makes it a crime to possess a naked or sexually explicit video or photo of a person 17 years of age or younger. This is a Class C Felony.

Ala. Code §13A-12-191 makes it a crime to send or display a naked or sexually explicit video or photo of a person 17 years of age or younger. This is a Class B Felony.

Ala. Code §13A-12-197 makes it a crime to film, print, record or photograph a naked or sexually explicit video of a person 17 years of age or younger. This is a Class A Felony.

Ala. Code §26-14-1 Reporting of Child Abuse and Neglect

HISTORY:

ADOPTED: JULY 11, 2011

SOCIAL MEDIA ACCOUNTS & POLICY

8.66

The Pike County School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools.

New technologies, such as social networking tools, provide exciting new ways to collaborate and communicate with students, faculty, parents, and the community.

Social networking is the use of websites and applications that enable users to create and share content or to participate in social networking. Examples of social media networks include Facebook, Instagram, Twitter, etc.

The Pike County Board of Education adopts this policy to govern and regulate the use of social accounts for our schools and organizations.

Social Media Accounts for our schools:

Social Media accounts can be created for the Pike County Schools District as well as individual schools. These social media accounts will be created and maintained in the following manner:

- Pike County Schools Technology Department will create ALL social media accounts for the district and schools.
- Pike County Schools Technology Department will create a group email account that will be used to administer these accounts.
- The Technology Department/School Principal/School Principal Designee(s) will be able to post information to these social media accounts on behalf of Pike County Schools.
- The Technology Department will set and maintain the passwords for the social media accounts.

Social Media Accounts for Organizations/Clubs/Classrooms within our schools:

There may be a want or need for a school organization (example – PTO), Club (example – Volleyball team or Robotics Team), or classroom teacher (example – Mrs. Smith's 3rd Grade Class) to create a social account. These social media accounts will be created and maintained in the following manner:

- An application must be completed and returned to the Pike County Schools Technology Department.
- The Technology Department will create the social media accounts for the school club/organization/classroom
- The Technology Department will create the email account that will be used to post social media information to these accounts
- The Technology Department/School Principal/Principal Designee(s) will be the only persons who can post to these accounts on behalf of Pike County Schools
- The Technology Department will set and maintain the passwords for the social media accounts
- If an account is no longer needed, the Technology Department will close and delete the account.

Social Media Accounts already created for Organizations/Clubs/Classrooms for Pike County Schools:

There may be instances where social media accounts have already been created for our local schools. Some of these accounts have a lot of history and we do not want to lose the information. These accounts already have many followers. These social media accounts will be maintained in the following manner:

- The Technology Department, school principals, and school teachers will work to identify all social media accounts that have been created on behalf of a school.
- The administrator of these accounts will be contacted. They will be required to add the Pike County Schools Technology Department as an administrator to the social media account.

Disclaimer

- Violations of this policy include:
 - Opening a social media account on behalf of Pike County Schools without permission
 - Posting inappropriate content to a Pike County Schools' social media accounts
 - Sharing passwords for a Pike County Schools social media account
- Any student in violation of this policy will be subject to disciplinary action, which shall include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for the Student Code of Conduct and the Pike County Board of Education Policy Manual.
- Pike County Board of Education employees are prohibited from contacting, communicating, and/or sharing any materials, data, photographs, etc. by way of any social media platform not approved by the Board.
- Pike County Board of Education employees found in violation of this policy are subject to disciplinary actions not limited to: reprimand, suspension, and/or termination of employment.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16.8.8, 16-13-231

HISTORY:

ADOPTED: SEPTEMBER 16, 2019

INFORMATION MANAGEMENT SYSTEM

8.70

The Pike County School System shall develop and maintain an integrated information system for educational management. The Superintendent or designee shall ensure compatibility exists with the state information systems. Procedures and guidelines shall be developed to ensure that adequate management information support needs are met.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-13-231

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _

§290-4-1-.01(2-5)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

DATA USE and GOVERNANCE

8.71

The Pike County School System's Data Use and Governance Policy is based upon, but not limited to, maintaining compliance with the *Family Educational Rights and Privacy Act (FERPA)*. Said policy is also based on the knowledge that the appropriate use of data is essential to accelerating student learning, program and financial effectiveness and efficiency, and policy development.

This policy serves the purpose to ensure that all data collected, managed, stored, transmitted, used, reported, and destroyed by Pike County Schools is done so in a way to preserve and protect individual and collective privacy rights and ensure confidentiality and security of collected data.

Pike County Schools collects individual student data directly from students or families. This information is maintained through a state-funded and state-owned student data management system (INOW). This data is transmitted daily to the ALSDE's state data management system from which state and federal reporting is completed. Each student is assigned a unique student identifier upon enrollment into the student management system to ensure compliance with the privacy rights of the student and his or her parents/guardians.

PHYSICAL SECURITY:

Data collected by Pike County Schools is maintained within a secure infrastructure environment located at the School Operations and Technology Center and within a backup server located at the Central Office. Access to data is limited to pre-identified staff at each school and the Central Office. Training in data security and student privacy laws is provided to these individuals on a regular basis. Each employee also signs an Acceptable Use Policy every school year. Selected Staff members involved in Online Testing sign the Security & Confidentiality Statement annually.

ACCESS CONTROLS & SANCTIONS:

Data Users are expected to respect the confidentiality and privacy of individuals whose records they access; to observe any restrictions that apply to sensitive data; and to abide by applicable laws, policies, procedures and guidelines with respect to access, use, or disclosure of information. The unauthorized use, storage, disclosure, or distribution of System Data in any medium is expressly forbidden; as is the access or use of any System Data for one's own personal gain or profit, for the personal gain or profit of others, or to satisfy one's personal curiosity or that of others.

Each employee at the Pike County School System will be responsible for being familiar with the System's Data Security Policy and these Security Measures as they relate to his or her position and job duties. It is the express responsibility of Authorized Users and their respective supervisors to safeguard the data they are entrusted with, ensuring compliance with all aspects of this policy and related procedures.

Employees, whether or not they are Authorized Users, are expressly prohibited from installing any program or granting any access within any program to sensitive data without notifying the Technology Department.

Violations of these Data Security Measures may result in loss of data access privileges, administrative actions, and/or personal civil and/or criminal liability.

DATA QUALITY:

Job descriptions for employees whose responsibilities include entering, maintaining, or deleting data shall contain provisions addressing the need for accuracy, timeliness, confidentiality, and completeness. For example, teachers shall have the responsibility to enter grades and attendance accurately and in a timely manner. School administrators shall have the responsibility to enter discipline information accurately and in a timely manner.

It is the responsibility of all Supervisors to set expectations for data quality and to ensure their staff's performance relative to these expectations. Supervisors should immediately report incidents where data quality does not meet standards to their superior and to any other relevant department, including the State Department of Education, if applicable.

DATA EXCHANGE & REPORTING:

Pike County Schools provides one-way data feeds to approved service providers to carryout goals of Pike County Schools. These data feeds are sub-sets of the data system limited by executed agreements or individual Non-Disclosure Agreements that meet all state and federal privacy laws and re-disclosure assurances set by the state.

Each external data request is measured against a pre-determined set of qualifiers that includes, but are not limited to, applicability to the goals of the Pike County Board of Education, data availability, report format ability, cost of report development, and adherence to FERPA requirements. The Pike County Schools Superintendent and Data Governance committee approves all external data requests of sensitive data.

Student directory information data may be transferred to an external service provider use for educational purposes only. Pike County Schools prefers that these vendors have signed the National Student Privacy Pledge.

If sensitive student information needs to be sent then the Data Governance committee will approve a Non-Disclosure Agreement (NDA). Upon approval by the Data Governance Committee, the Technology Department will determine if there is a current NDA already on file with the entity. If not, one will be prepared and sent to them. Once the agreement has been signed, the Technology Department will notify the school and oversee the process of securely uploading the necessary data to the service provider.

Examples of sensitive student information include:

- Home Address
- Lunch Code/Status
- Special Education Status
- Medical Conditions
- Grades
- Attendance
- Discipline
- Standardized or Bench-mark test scores
- Or any other student information not included in Policy 5.71 – Directory Information

Data Governance Committee Members:

- Superintendent
- Technology Department
- Central Office Administrative Assistants
- CNP Director

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 16-13-231

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _

§290-4-1-.01(2-5)

HISTORY:

ADOPTED: NOVEMBER 13, 2014

REVISION DATE(S): DECEMBER 14, 2016

FORMERLY: NEW

RECORDS RETENTION AND DISPOSAL

8.80

- I. The Pike County Board of Education shall establish and maintain a system for the retention and destruction of school records consistent with legal requirements to minimize record storage requirements and permit the Superintendent to administer the affairs of the Pike County School System more efficiently.
- II. After complying with the provisions of laws and rules, the Superintendent is authorized at his/her discretion to destroy general correspondence and other records, papers, and documents, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained according to Child Nutrition Program guidelines, and records of milk, bread and juice are to be maintained permanently.

III. Document Preservation Plan and Litigation Hold for Electronic Records

The Board shall adopt a document preservation plan to ensure that when a lawsuit is filed or reasonably anticipated, it takes special precautions to prevent the loss of potentially-relevant electronic data. Electronic data includes all forms of electronic communications and records such as email, word processing, calendars, voice messages, videos, photographs and other digital information.

When a lawsuit is filed or reasonably anticipated, a litigation hold shall be issued to appropriate individuals, which shall define and identify records to be preserved and direct that the records be preserved and how to do so. A person receiving a litigation hold has a duty to preserve all records, whether existing or later created, in the person's possession or scope of responsibility that are identified in the litigation hold, effective immediately. A litigation hold suspends any board or divisional policies or procedures that might call for the destruction of electronic records under the recipient's control and protects and preserves all electronic records in their original electronic form. The board's duty to preserve records shall continue until the litigation, or the threat of litigation that prompted the litigation hold has ended.

After a lawsuit is filed and when the board receives a request from an opposing party for production of electronic records, the board's counsel and the board will determine the appropriate response to said request.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

FUNCTIONAL ANALYSIS AND RECORDS DISPOSITION AUTHORITY

PUBLICATION OF THE STATE AND LOCAL GOVERNMENT

RECORDS COMMITTEE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: SEPTEMBER 10, 2005

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: GAKBC

SECLUSION AND RESTRAINT FOR ALL STUDENTS

8.90

- IV. The Pike County Schools shall prohibit the use of **Seclusion** – a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others and occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving.
- V. The definition of seclusion *does not include*, so Pike County Schools shall allow, the following situations: a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined below; alternative school; detention; or a student-requested break in a different location in the room or in a separate room.

Time-Out – A behavioral intervention in which the student is temporarily removed from the learning activity. Time-Out is appropriately used when:

1. The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
2. The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out shall not exceed 60 minutes.
3. The student is reasonable monitored by an attending adult who is in reasonable physical proximity of the student while in time-out.
4. The time-out space is free of objects that unreasonably expose the student or others to harm.

- VI. Pike County Schools shall prohibit the use of **Prone Restraint** - a position where a student is intentionally placed face down on the floor or another surface, and physical pressure is applied to the student's body that restricts the flow of air into the student's lungs.
- VII. Pike County Schools shall prohibit the use of **Chemical Restraint** – any medication that is used to control violent physical behavior or restrict the student's freedom of movement that is not prescribed treatment for the student's medical or psychiatric condition.
- VIII. Pike County Schools shall prohibit the use of **Mechanical Restraint** – the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student.

The definition of Mechanical Restraint *does not include*, so Pike County Schools shall allow, an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body

positioning and physical functioning, and/or to prevent self-injurious behavior. In addition, mechanical restraint does not include seatbelts and other safety equipment when used to secure students during transportation.

- IX. Pike County Schools shall prohibit the use of **Physical Restraint** – direct physical contact from an adult that prevents or significantly restricts a student’s movement except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. *Physical restraint shall not be used as a form or discipline or punishment.*

The definition of physical Restraint *does not include*, so Pike County Schools shall allow, limited physical contact and/or redirection to promote student safety or to prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person’s property.

Pike County Schools shall utilize the following procedures for use of Physical Restraint:

- a) All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress
- b) Parents shall be provided, at least annually, with information regarding the policy for use of physical restraint
- c) Annual staff and faculty training on the use of physical restraint as well as the Pike County Schools Seclusion and Restraint Policy.
 - 1. Use of physical restraint
 - 2. Techniques to prevent the need to use physical restraint
 - 3. De-escalation techniques
 - 4. Positive behavioral intervention strategies
 - 5. Maintain written or electronic documentation on training provided and a list of participants for each training
- d) Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint
- e) The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.

- f) Annual report to the Pike County Board of Education for:
 - 1. Use and documentation of restraint
 - 2. Any prohibited use of seclusion, chemical, mechanical or physical restraint
- X. Nothing in this policy shall be construed to prohibit an employee of Pike County Schools, any of its schools, or any of its program employees, from any of the following:
 - a) Use of any other classroom management techniques or approaches, including a student's removal from the classroom that is not specifically addressed in this policy
 - b) The rights of school personnel to use reasonable force as permitted under the *Code of Alabama*, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the *Code of Alabama*, 1975, §16-28-12.
 - c) Reasonable actions to diffuse or break up a student fight or altercation
 - d) Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student
 - e) Discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this policy shall be construed to create a criminal offense or private cause of action against Pike County Schools, or program, or its agents, or employees.
 - f) In instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents must be promptly informed when students are removed from the school or program setting by emergency medical or law enforcement personnel.

STATUTORY AUTHORITY:

CODE OF ALABAMA

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: AUGUST 15, 2012

PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS

9.10

- I. Each Pike County School System principal is encouraged to cooperate with parent and school support groups. The school principal shall be responsible for forming and assisting organizations which are desired and necessary for the school program; such organizations shall be kept active by the school principal for the duration of their need and must maintain accurate financial and activity records. Parent organizations, school support groups, and booster organizations must be sanctioned by the school principal and Superintendent. Such organizations shall operate in accordance with accreditation standards, Alabama State Department of Education guidelines, applicable laws, policies, and regulations of the Pike County Board of Education.

- II. Parent-Teacher Groups and Organizations

The Pike County Board of Education considers parent-teacher groups as auxiliaries to the public schools and not as “outside” groups. Whenever a local parent-teacher group is formed, it shall be permitted to hold its regular meetings in the school building, and it shall be the duty of the principal and the teachers of the school to further the work of the group in every way practicable. Meetings of these groups may be held in the school building with the permission of the school principal without the necessity of the lease required of “outside” groups.

Parent and parent/teacher organizations (PTA, PTO etc.) must have a separate employer identification number (EIN) and a separate mailing address in order to maintain their records and accounts outside the control of the school. However, activities of these organizations will become school activities if:

- A. Both parties mutually assent to the fiduciary control of the principal,
- B. A school employee, who is associated with the activity supported by the booster organization, serves/holds a leadership position in the organization, or,
- C. A school employee leads fund-raising or maintains the accounting record for the organization.

- III. Booster Clubs and Organizations

All school sponsored extracurricular activities must be under the control of the school. However, booster organizations are often formed to support the operation of these activities in a variety of ways. While providing additional financial support for a particular extra-curricular activity, the volunteers in the booster organization also enhance community support that extends to benefit all of the students at the school. Because some of the activities of the organization may be intertwined with the extra-curricular activity it supports, some of the organization’s activities may be under the fiduciary control of the

school principal while other functions of the same booster organization are not school activities. The determination that a particular booster organization is a school activity must be made on a case-by-case basis according to the actual facts and circumstances of the organization's operations at a school. The organizations must have a separate employer identification number (EIN) and a separate mailing address in order to maintain their own records and accounts outside the control of the school. However, activities of these organizations will become school activities if:

- A. Both parties mutually assent to the fiduciary control of the principal,
- B. A school employee, who is associated with the activity supported by the booster organization, serves/holds a leadership position in the organization, or,
- C. A school employee leads fund-raising or maintains the accounting record for the organization.

Specific activities of a booster organization may come under the control of a school principal if the organization:

- A. Collects admission to a school function,
- B. Operates a concession operation on school property at a school function,
- C. Collects parking fees for a school function,
- D. Operates a training camp that includes students of the activity it supports,
- E. Operates an exhibition or competition that includes students of the activity it supports, or,
- F. Sells items which bear the name of the school, its mascot, logo, slogan, or other distinguishing mark.

III. Specific Requirements

Parent organizations and booster organizations which maintain financial operations outside the control of the school could create a negative image of the school by failing to maintain proper accounting control. Accountability for the funds these organizations collect in the name of the school and subsequently control in support of school goals, objectives, projects, and programs must be first and foremost to ensure public confidence.

In order to be sanctioned by the principal and Superintendent, these groups must adhere to the requirements listed below. The organization:

- A. Must have an employer identification number (EIN) issued by the IRS.
- B. Must provide an annual audit report to the school.

- C. Must make its financial records available to the school's auditors and authorized school employees upon request.
- D. Must provide any and all financial records and reports upon request.
- E. Must provide proof of a fidelity bond for the treasurer.
- F. Shall not provide any payment or benefit to a school employee (or family member of a school employee) in violation of the State Ethics Law.
- G. Shall not permit school employees to serve in/hold leadership positions in the organization, maintain the accounting records of the organization, or lead fund-raising activities.

IV. Student Organizations

Student clubs and classes are usually recognized school activities. Student officers and faculty sponsors operate the organization while the school principal acts in a fiduciary capacity over the organization's funds. The School's accounting records contain a separate account to record the financial operations of each student organization. Income from the student organization is recorded by receipts and deposited in the school bank account. The school principal approves the purchase orders, signs checks, and maintains supporting documents for expenditures.

V. Athletics

School athletics are extra-curricular activities that must be under the control of the school principal. Coaches and other school employees shall not maintain a separate bank account that supports, or benefits from, a school extra-curricular activity. Funds received to support an athletic activity at a school from sponsors, vendors, or other sources must be included in the school's financial records under the fiduciary control of the school principal. Funds from gate receipts and sources may be recorded in one or more separate accounts for a particular sport in the school's financial records. However, a separate account for each sport is not required.

When athletic events are held on locations other than school property, the school principal's control over the financial operations of the event, including ticket sales, concessions, and parking fees, shall be determined by agreement with the entity in control of the event location. In the absence of such agreement, the school principal shall have fiduciary control.

- VI. The Pike County School System administration shall appoint a federal program advisory council, a career-technical council, and other appropriate parent advisory committees/councils as needed.

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, 36-25-1 et seq.

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-1-.01(2-3)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

PARENT INVOLVEMENT: FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT

9.15

- I. The Pike County School System and each school principal are encouraged to strengthen family involvement and family empowerment in the school. The Pike County School System will coordinate and integrate parental involvement strategies with school improvement, Title I, Title II, Title III, Title IV, Title VI, Title VII, community involvement programs, business partnerships, and other community involvement activities. Parents will be afforded substantial and meaningful opportunities to participate in the education of their children.
- II. The Pike County School System will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective and comprehensive parent involvement programs which include the following:
 - A. Communication between home and school is regular, two-way and meaningful.
 - B. Communication between home and school includes conferences, telephone conversations, parent involvement meetings, written resource materials, community and system-wide surveys and needs assessments.
 - C. Responsible parenting is promoted and supported.
 - D. Family literacy and parenting skills are emphasized.
 - E. Parents play an integral role in assisting student learning.
 - F. Parents help their children meet challenging state and local content and achievement standards.
 - G. Parents are welcome in school and their support and assistance are sought.
 - H. Opportunities to volunteer are frequently communicated, and volunteers are subject to suitability regulations and safeguards.
 - I. Parent participation on advisory committees strengthens program review, planning and improvement.
 - J. Parents are full partners in the decisions that affect children and families.

- K. Community resources are utilized to strengthen school programs, family practices and student learning.
- III. The Pike County School System will communicate parental choices and responsibilities to parents.
- IV. The Pike County School System will provide professional development opportunities for staff members to enhance understanding of effective parent involvement strategies through the professional development plan.
- V. The Pike County School System will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy
 - A. To determine the effectiveness of increasing parent participation;
 - B. To identify barriers to greater parent participation; and
 - C. To report the findings to the State Department of Education.
- VI. The Pike County School System will use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the parent involvement policies.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8, No Child Left Behind Act of 2001

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(2)(a)

HISTORY:

ADOPTED: SEPTEMBER 19, 2005

REVISION DATE(S): FEBRUARY 16, 2009

PUBLIC INFORMATION/RELATIONS

9.20

Because the schools belong to the people who created them by consent and who support them by taxation, it is the declared intent of the Pike County Board of Education:

- I. To keep the citizens adequately informed through appropriate channels of communication.
- II. To seek advice and opinion of the people of the community.
- III. To encourage Pike County School System staff members to cooperate in keeping the public informed of all newsworthy events. Any news release by a particular school shall be approved by the principal or designee. Any release relating to the Pike County School System as a whole shall be approved by the Superintendent or designee.
- IV. Media requests for interviews with minor students will be denied unless parental permission is given.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-3-11, 16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

USE OF FACILITIES

9.30

- I. General Policy
 - A. The Pike County Board of Education believes the functions of school buildings and grounds should be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social and recreational needs of communities.
 - B. Use of school buildings by the community shall be considered a secondary function and shall be scheduled at times which do not interfere with regular school activities.
- II. Use Agreement – The Pike County Board of Education shall direct the Superintendent to develop administrative rules and regulations governing the use of school facilities. The use of school facilities by individuals or groups shall be governed by a signed use agreement between the individual or group and the Board. The use agreement shall contain, but is not limited to, the following:
 - A. A “hold harmless” lease agreement having the effect of holding the Board free from any liability arising for any reason from the use of the facilities by any individual or group using the facility.
 - B. A statement requiring, with limited exception, any person or group leasing the school facilities to purchase liability insurance indemnifying the Board and its members as additional insured. A certificate verifying the purchase of such insurance should be presented to the Board at least twenty-four (24) hours prior to use of the facilities.
 - C. A statement that the individual or group lessee shall assume all responsibility for damage and/or maintenance expenses invested in the building, directly or indirectly resulting from lessee’s use.
- III. The Pike County Board of Education owned or controlled facility will not be used in any manner not covered under liability insurance purchased by the Board.
- IV. Limited Open Forum - Equal Access
 - A. Non-curriculum related student organizations shall have the same opportunity to use school facilities as any other student organization, regardless of religious, political, philosophical, or other content of the speech at such meetings, subject to the right and obligation of the Board to maintain order and discipline on school premises and to protect the well-being of students and faculty.
 - B. The principal of the school may approve use of the school facility by a non-curriculum related student organization provided that:

1. The meeting occurs during non-instructional time and is attended by a school employee/designee who shall provide general supervision.
 2. The meeting is voluntary and student-initiated. Only students enrolled in the school may request the meeting.
 3. The meeting is not sponsored by the school, the Board, or employees thereof.
 4. The presence of Pike County School System authorities or Board employees at any religious meeting is non-participatory in nature. The presence of school employees is for observation only.
 5. The meeting does not interfere with regular instructional activities of the school.
 6. The meeting shall not be directed, conducted, controlled or regularly attended by non-school persons.
 7. The non-curriculum related student group shall not use the school name, school mascot name, or any name that might imply school sponsorship.
- C. No school employee shall be compelled to attend a meeting of any student organization if the content of the speech at such meeting is contrary to the beliefs of the employee.
- D. Any student organization seeking to meet on school property during non-instructional time shall submit a written application to the school principal. Application shall include the following information:
1. The name of the organization.
 2. A general statement of the purpose of the organization.
 3. A description of the qualifications for membership, if any.
 4. A statement that the students understand and agree to comply with this equal access policy.
 5. A proposed schedule of meetings and activities.
- E. The principal shall deny approval to any organization whose purposes, qualifications for membership, or proposed activities are unlawful. In addition, the Pike County Board of Education prohibits the use of the school facilities for the following purposes:
1. Partisan political meetings;

2. Public dances other than those sponsored by the schools or public recreation organization; and/or,
 3. Conducting gambling, raffles, lotteries, or games of chance.
 4. Events for which admission is charged unless co-sponsored by the school by written agreement.
 5. Any unlawful purpose.
- F. When school facilities are used by outside groups the right of the school to operate concessions on or in school property shall be reserved to the school where such facility use occurs.
- G. Use of facilities by outside groups is subject to the enforcement of all safety regulations and rules prohibiting the use of alcohol, drugs, tobacco products, and/or weapons on school system property.
- H. Failure to comply with this policy shall be grounds for revocation of the right to continue to conduct meetings under this policy.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-1-25, 16-8-8, 16-10-11

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

ADVERTISING IN SCHOOLS

9.40

Pike County School System facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency or individual organization; nor shall Pike County Board of Education employees or students be employed in such a manner. Advertising on school buses shall be prohibited. The following are exceptions:

- I. School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.
- II. A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.
- III. The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.
- IV. Demonstrations of educational materials and equipment shall be permitted with the principal's approval.
- V. Schools may, at the discretion of the Superintendent, utilize athletic facilities, various school publications, school clothing, bookbags, and other items sold in the name of the schools for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.
- VI. The school system may, at the discretion of the Superintendent, utilize system websites, system facilities, or items sold in the name of the school system for commercial advertising to support school system programs. The Superintendent shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.
- VII. Nothing herein shall be construed to prevent advertising in student publications which are published by student organizations including, but not limited to, school newspapers and yearbooks.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-1-.01(3)(a)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS

9.50

- I. Literature or materials which originate from out-of-school sources shall be approved by the Superintendent or designee prior to distribution to Pike County School System students.
- II. The principal shall prohibit all forms of canvassing or soliciting of teachers or students on Pike County School System premises during school hours except as otherwise approved by the Superintendent. No literature or materials from out-of-school sources shall be distributed to homes by students without the approval of the Superintendent or designee. Student or school surveys by outside groups or organizations require the approval of the Superintendent or designee.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

VISITORS

9.60

Any person entering the premises of a Pike County School System school shall report to the principal or designee and make known the purpose of the visit.

- I. This policy does not apply to routine deliveries or scheduled maintenance visits.
- II. The Superintendent or designee shall develop a plan for visible identification of visitors or other persons who are not students or employees of the school.
- III. A student not enrolled in the school or a student not accompanied by a parent/guardian is prohibited from visiting a school unless otherwise approved by the principal.
- IV. Parents/guardians are invited to visit the schools. To avoid interrupting the daily program, the parent should request a conference for after school hours or during a teacher's planning period. Parents/guardians are encouraged to plan such conferences with teachers and shall sign in at the principal's office and be issued a visitor's badge at the time they arrive on the campus.
- V. Any person who enters or remains upon Pike County School System property without legitimate purpose may be found to be trespassing, subject to arrest and penalties as defined by statutes.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(a)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: JFAD

RELATIONS WITH GOVERNMENTAL AUTHORITIES

9.70

- I. The Pike County Board of Education will cooperate with local, state, and federal organizations and agencies when it is in the best interest of the system.
- II. The Superintendent may initiate or accept proposals and requests for cooperative endeavors; final action shall be subject to Board review and approval.
- III. Community relations of a continuing nature may be temporarily approved by the Superintendent if they involve no cost to the system and will neither disrupt the school system nor involve substantial use of facilities or personnel.
- IV. Formal agreements shall require Board approval. The Pike County Board of Education shall also review and approve major cooperative agreements or arrangements between other school systems, colleges, universities, correctional schools, or other educational organizations.
- V. Guidelines related to joint activities and requests for cooperation shall address costs which may be incurred, the extent of school personnel involvement, and prior agreements or arrangements with the same or similar organizations.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-1-.01(2)

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

PUBLIC GIFTS TO SCHOOLS

9.80

The Pike County Board of Education may receive gifts which may serve to enhance and extend the work of the schools.

- I. Equipment contributed to the schools becomes the property of the Pike County Board of Education and is subject to the same controls and regulations that govern the use of other Board property.
- II. Contributions of equipment or services that may involve major costs for installation or maintenance, or continuing financial commitments from school funds shall be presented by the Superintendent to the Pike County Board of Education for consideration and approval.
- III. Individuals or organizations desiring to contribute supplies or equipment shall consult with school officials regarding the acceptability of such contributions in advance of the contribution.
- IV. All employees in a position to receive gifts in the name of a school or the school system shall apply a test of "reasonableness" to the gift. Reasonableness may be defined as anything that might not be construed to influence the decision makers in the purchase of school-related goods and services.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-3-29, 16-3-30, 16-3-31, 16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-1-01(3)

HISTORY:

ADOPTED: JUNE 9, 1987

REVISION DATE(S): FEBRUARY 16, 2009

FORMERLY: KH

PUBLIC COMMENTS

9.90

- I. Comments – Constructive comments regarding the schools are welcomed by the Pike County Board of Education when motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has, however, confidence in its professional staff and desires to support their actions so that they may be free from unnecessary, spiteful, or negative criticism or complaint. Therefore, when a complaint is made to the Board or an individual, it will be referred to the school administration for possible resolution.
- II. Procedure
 - A. The Pike County Board of Education advises the public that the proper channeling of complaints involving instruction, discipline, learning materials, or other school matters is as follows:
 - 1. Teacher
 - 2. Principal
 - 3. Superintendent
 - 4. Board of Education
 - B. The Pike County Board of Education will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level. Complaints which involve the “good name” or “character” of an individual shall be heard in executive session as allowed by the Alabama Open Meetings Act.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-8-8

ALABAMA OPEN MEETINGS ACT

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: FEBRUARY 16, 2009

REVISION DATE(S): _____

FORMERLY: NEW

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