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EQUAL EDUCATIONAL OPPORTUNITIES

It shall be the policy of the Marengo County Board of Education that the School System shall provide on a nondiscriminatory basis educational opportunities for children. No person shall be denied the benefits of any education program or activity on the basis of age, color, creed, disability, gender, handicap, Head Start enrollment, homelessness, limited English proficiency, migrant status, national origin, neglect or delinquency, race, religion, or sex. All programs offered by schools within the School System shall be open to all students in compliance with statutory and judicial requirements.

Ref: 42 U.S.C. 2000d (1-6); 42 U.S.C. 2000c (1-9); 20 U.S.C. 1681 et. seq.; 20 U.S.C. 1401 et. seq.; 42 U.S.C. 1983; 29 U.S.C. 794; 29 U.S.C. 621 et. seq.; Singleton v. Jackson Municipal Separate School District, 419 F. 2d. 1211 (5th Cir. 1969); Ross v. Moffitt, 94 S. Ct. 2437 (1974); San Antonio Independent School District v. Rodriguez, 93 S. Ct. 1278 (1973); Regents of University of California v. Bakke, 98 S. Ct. 2733 (1978); Dayton Board of Education v. Brinkman, 97 S. Ct. 2766 (1977); Swann v. Charlotte-Mecklenburg Board of Education, 91 S. Ct. 1267 (1971); Southeastern Community College v. Davis, 470 U.S.L. W. 4689 (U.S. June 11, 1979).

FILE: JAA
Adopted May 24, 2001

STUDENT ENROLLMENT POLICY

All children, without regard to status (e.g., homeless, limited-English proficient, migrant) will be provided a free and appropriate public education, including equal and appropriate education opportunities and support services to enable them to achieve state and local content and achievement standards.

ATTENDANCE POLICY

Alabama law requires all children between the ages of six (6) and seventeen (17) to enroll and attend school for the length of the school year. 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. All students shall be enrolled for a full instructional day. (Code of Alabama 16-28-3)

A child who is five (5) year of age on or before September 1 is eligible for enrollment in public kindergarten. A child who is four (4) year of age on or before September 2 is eligible for enrollment in the Alabama First Class Pre-K classroom.

ABSENCE FROM SCHOOL (Kindergarten Through Twelfth Grade)

All student absences shall be designated as either excused or unexcused. The following reasons shall be accepted in classifying excused absences:

1. Illness.
2. Inclement weather which would be dangerous to the life and health of the child if he attended school.
3. Legal quarantine.
4. Death in the immediate family.

5. Emergency condition as determined by the principal.
6. Absence from school with the permission of the principal and consenting parents.

MAKE-UP WORK (Kindergarten Through Twelfth Grade)

Students absent for any excused reason shall be allowed to make up work missed. The responsibility for make-up work rests with the student. Make-up work shall be arranged within two school days for normal absences and five school days for an extended absence after returning to school.

EXCESSIVE EXCUSED ABSENCES (Kindergarten Through Twelfth Grade)

1. A kindergarten student who accumulates more than ten (10) absences in one semester may be withdrawn from the roll for the remainder of the school year.
2. A student in Grades 1 - 8 who accumulates more than twenty (20) absences during the school year may be denied promotion.
3. A student in Grades 9 - 12 who accumulates more than ten (10) absences in any class in any one semester may be denied credit for the course. Upon returning to school, a student must turn in the written excuse within two (2) days of returning to school. Only five (5) parent notes will be accepted for excused absences for the year. After that, a doctor's excuse will be required.

ANY EXCEPTION TO THIS POLICY MUST HAVE OFFICIAL VERIFICATION (DOCTOR'S STATEMENT, ETC.) AND IS SUBJECT TO THE APPROVAL OF THE PRINCIPAL.

UNEXCUSED ABSENCES (Kindergarten Through Twelfth Grade)

The student whose absence is unexcused is not entitled to make up instructional work or test(s). Excessive zeros shall result in failure of a subject or grade.

The following procedure will be used for unexcused absences:

1. Student - Principal - Teacher conference.
2. Parent - Principal conference.
3. Referral to Truancy officer.
4. Complaint filed with Juvenile Court of Marengo County.

ABSENCES FROM SCHOOL (Pre-Kindergarten)

If a Pre-K child is absent without a doctor's excuse for more than three (3) days in a row or consistently maintains below 85% attendance per month, the teacher will notify the Pre-School Director. The Director will contact the family through a Warning Letter.

If a fourth consecutive unexcused absence occurs, or the student's attendance remains under the required 85% for any two months, the Director will send a letter informing the family that the child may be withdrawn from the Marengo County Pre-School Program. At that time, the open slot will be filled with a child from the community who is on the waiting list.

The following are acceptable reasons for excused absences:

1. The child is hospitalized.
2. The child is incapacitated due to a serious injury.
3. The child contracts a communicable disease (virus or flu).
4. The child has other ongoing health-related ailments which temporarily present attendance (such as asthma).

5. There is a death in the family.
6. Limited medical/dental/therapy appointments (these should be made around school hours unless absolutely necessary).

Because of funding for these programs is provided by the state, guidelines require this program to maintain an 85% attendance rate (no more than two absences a month). In order to meet that requirement, the Marengo County School System must keep the average daily attendance as close to the enrollment as possible. A call should be made to the classroom teacher to excuse any child's absence for each day. Upon return, the parent should submit a written excuse and return it to school within one (1) day.

FILE: JBA
Revised: Dec. 16, 2010

COMPULSORY ATTENDANCE AGES

The Marengo County Board of Education shall enroll in school all students residing within the School System between the ages of seven and 17 years, not otherwise receiving instruction in a private school, church school, or being taught by a private tutor. An accurate record of attendance for each pupil shall be maintained by the classroom or homeroom teacher or other designated person. This record shall be kept in the official register, or through other officially approved documentation provided or approved by the State Department of Education.

ENTRANCE AGE

It is the policy of the Marengo County Board of Education in accordance with Alabama statutes, that a child must be six years old on or before September first in order to be admitted to elementary school for that school year. Underage children transferring from out-of-state schools may be admitted at the Board's discretion.

Kindergarten

A child must be no less than five nor more than eight years old to be admitted to kindergarten in the public schools. Such child must be a bona fide resident of and living within the School System's jurisdiction.

SCHOOL ADMISSION

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

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

No child shall be admitted to the first grade until he or his parents do the following:

1. Present to school officials an official birth certificate showing that he is six years old on or before September 1st of the year of his admission.
2. Present to school officials proof that the child has received immunization for the following communicable diseases: polio, diphtheria, tetanus, Pertussis, measles, rubella, and mumps; or, present to school officials a written objection of the parents or guardian to immunization against non-epidemic diseases based on religious grounds; or a statement from a physician stating that the immunization or tests would be detrimental to the health of the child.

3. Present a valid Social Security Card with valid Social Security Number for each child enrolling in grade 1 at the beginning of the scholastic year 1989-90. The required card and number shall be presented to school official(s) at the time of pre-registration/registration for verification and returned to child/parent/guardian/custodian.

Effective at the beginning of the scholastic year 1990-91, each child enrolled in a Marengo County public school grades Kindergarten through 12 shall have a Social Security Number and a valid Social Security Card for presentation to school officials at the time of pre-registration/registration for verification and returned to child/parent/guardian/ custodian.

Effective at the beginning of the scholastic year 1990-91, the Marengo County School System and each Marengo County school shall use the Social Security Number as the official identification of each child/ student in all record keeping systems and shall make such data available by Social Security Number upon request by the Alabama Superintendent of Education.

Ref: Ala. Code 16-30-1 to -3; Singleton v. Jackson Municipal Separate School District, 419 F. 2d 1211 (5th Cir., 1970); Lee v. Macon County Board of Education, 267 F. Supp. 458 (M. D. Ala., 1967); Title IX of Educational Amendments of 1976; Alabama State Board of Education Resolution (AL801201P) adopted December 8, 1988.

RESIDENT AND NON-RESIDENT STUDENTS

RESIDENT STUDENTS

The Marengo County Board of Education defines resident students as students whose parents or legal guardians live within jurisdiction of the School System. All resident students of the School System shall be entitled to be admitted, subject to Policy limitations and judicial constraints, to the school serving their attendance zone.

The public schools of the System shall be free to all children of school age whose parents or legal guardians reside within the School System.

NON-RESIDENT STUDENTS

The Marengo County Board of Education defines non-resident students as students whose parents or legal guardians do not live with the jurisdiction of the School System.

Non-resident students wanting to attend a Marengo County School may apply and be allowed admission if space is available and they receive approval at the campus by the school Principal. Non-resident students may only be considered after all qualified residents have been accepted. Non-resident students wanting to transfer to a Marengo County School must be in good standing with the student's previous school(s).

TRANSFERS AND WITHDRAWALS

The Marengo County Board of Education authorizes the Superintendent or his designee to handle all student transfer requests if such transfers are to be made from one school to another. Requests for transfer shall be in writing, stating reasons for the request. The schools involved shall be contacted by the Superintendent or his designee.

No student shall be permitted to withdraw from school before his sixteenth (16th) birthday when the student's parent or guardian continues to reside within the jurisdiction of the School System, unless approved by the Superintendent.

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

The Superintendent may exempt a child from attending public schools for any one of the following reasons: (a) medically certified physical or mental incapacity for school work; (b) attainment of 16 years of age or completion of high school before reaching age 15; (c) lack of public transportation which would compel the student to walk more than two and one-half miles to attend school; and (d) where the child is legally and regularly employed under the provisions of the child labor law.

**ADMISSION POLICY FOR HOMELESS, FOSTER, MIGRANT, IMMIGRANT,
AND ELL STUDENTS**

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

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

- Lack of birth certificate.
- Lack of school records or transcripts.
- Lack of immunization or health records.
- Lack of proof of residency.
- Lack of transportation.
- Unaccompanied; no guardian.

The Marengo County School System will employ practices that increase the awareness of the Homeless Education program. The district shall notify parents/guardians of homeless children and youth of available resources and assist them in accessing the resources.

The Marengo County School System shall conduct an annual evaluation of its Homeless Education program to determine the effectiveness of the program. The system will adjust practices and procedures as needed to improve the effectiveness of implementation and student achievement.

ABSENCES AND EXCUSES

The Marengo County Board of Education believes the fundamental right to attend public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

In accordance with state law, only the following absences shall be considered excused absences, provided that in each instance parental confirmation has been received of the reason for the absence. Parents will be requested to explain in writing all unexplained and unexcused absences.

- A. Illness.
- B. Inclement weather which would be dangerous to the life or health of the pupil if he attended school.
- C. Legal quarantine, death in the immediate family, emergency condition as determined by the Superintendent or principal.
- D. Permission of principal and consent of parent.

When a student returns to school after being absent, he shall bring a written statement from his parents with an explanation of the reason for the absence and the date of the absence. Students having unexcused tardies or absences shall be disciplined accordingly.

DRIVER'S LICENSE SCHOOL ATTENDANCE STANDARDS

As required by Act 93-368 of the Alabama Legislature and rules of the State Department of Education, the Marengo County Board of Education recognizes and adopts the following:

A. Purpose of the Act

The purpose of Act 93-368 is to require school attendance standards as a prerequisite for a driver's license or learner's permit for the operation of a motor vehicle. School attendance standards are met by enrollment in a Marengo County school or the Marengo County General Educational Development (GED) program or job training program approved by the State Superintendent of Education.

B. Requirements

1. Verification of enrollment status by local school principal or attendance supervisor on Part I of the Student Enrollment/Exclusion Status form.
2. Notification to the Department of Public Safety when a student has more than ten (10) consecutive or fifteen (15) cumulative days of unexcused absences during a single semester.
3. Exemption for students due to circumstances beyond the control of the student.
4. Implementation of an appeals process.

C. Definition of Circumstances Beyond the Control of the Student

1. In accordance with Section 16-28-6, Code of Alabama, 1975, circumstances beyond the control of the student are limited to:
 - a. Students who are mentally or physically unable to attend school.
 - b. Students who are regularly and legally employed under the provision of the Child Labor Law.
 - c. Students who, because of the distance they reside from school and the lack of public transportation, are compelled to walk more than two miles to attend a public school.
2. Suspension or expulsion from school or imprisonment are not circumstances that qualify for exemption.
3. The Superintendent of Education or designee is the sole judge of whether or not the evidence presented meets the legal requirements of "circumstances that are beyond the control" of the student.

D. Appeal Process

1. The appeal of a decision of the Marengo County School System regarding the enrollment status of a student shall be submitted to the Marengo County School System. To appeal the student shall submit to the appropriate school principal written notification of intent to appeal within 15 days of the issuance of enrollment status, including a statement of reasons for the appeal.
2. Except as otherwise provided herein, the appeals process shall follow the procedures adopted by the Marengo County Board of Education for long-term suspension or expulsion.

FILE: JBE

TRUANCY

The Marengo County Board of Education shall not tolerate truancy or the habitual and unlawful absence from school. The parent or legal guardian is responsible for requiring any student under his control or charge and under sixteen (16) years of age to attend school regularly except for legal absences as defined by Alabama School Law and State Board of Education rules and regulations. If a student under sixteen (16) years of age becomes a truant, the parent or legal guardian of said student may be guilty of a misdemeanor and subject to punishment by law.

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

Ref: Ala. Code 16-28-14, 16-28-15, 16-28-17.

FILE: JC

RIGHTS AND RESPONSIBILITIES

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

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

Ref: U.S. Const. amend. 1; U.S. Const. amend. XIV 1; Tinker v. Des Moines Independent Community School District, 89 S. Ct. 733 (1969); Ala. Code 16-1-14.

DUE PROCESS

The Marengo County Board of Education 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 loco parentis position of school officials within the School System. 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 school policy, rule, or regulation shall specify its purpose as it relates to accomplishment of a legally defensible objective.
2. Each local regulation shall be based on a Board policy.
3. All policies, rules, and regulations at any level shall be consistent with statutes of the State of Alabama, administrative regulations of duly authorized agencies; e.g., State Board or State Department of Education; U.S. Department of Education.
4. Both policies of the Board and regulations designated by local school administrators shall be specific and precise.
5. No Board policies or local school codes of conduct shall deny any student his constitutional rights.
6. Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the in loco parentis position of school officials.

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

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

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

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

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

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

1. The right to counsel.
2. The opportunity for cross examination of witnesses.
3. A written record at the hearing.

4. A written record of the decision.

Ref: U.S. Const. amend. XIII; U.S. Const. amend. XIV, 1; *Ingrahm v. Wright*, 97 S. Ct. 1401 (1977); *Goss v. Lopez*, 95 S. Ct. 729 (1975); *Carey v. Piphus*, 98 S. Ct. 1042 (1978); *Dixon v. Alabama State Board of Education*, 294 F. 2d 150 (5th Cir. 1961); *Board of curators of the University of Missouri v. Horowitz*, 98 S. Ct. 948 (1978).

INTERROGATIONS, SEARCHES, AND UNANNOUNCED VISITS

SEARCH OF PROPERTY

The Marengo County Board of Education fully recognizes the implications of constitutional law in the area of student privacy. The Board is equally aware that such tangible personal property items as student desks, student lockers, and related properties are and remain the property of the Board.

The Board is charged with maintenance of such property and thus authorizes inspection for any maintenance-related reasons. With respect to opening said lockers or desks for other reasons, the following shall apply throughout the school system.

Desks, lockers, and other equipment at any school belong to the school board 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 is contained therein which is illegal, harmful to the safety of the student himself or the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.

Any items which are specifically prohibited by law, by Board policy, or by fair and reasonable local school regulations may be impounded by school officials. In such cases, students shall be given a receipt for said impounded items. Such prohibited items shall include, but not be limited to the following: (1) any weapons, (2) drugs of any sort, (3) alcoholic beverages,

(4) pornographic or otherwise obscene material, or (5) any other object, controlled substance, or material which would be a violation or evidence of a violation of federal or state law, of Board policy, or of the local school's fair and reasonable regulation.

The content of this policy shall be communicated to all students and staff at the beginning of each year.

SEARCH OF A STUDENT'S PERSON

The Marengo County Board of Education authorizes teachers and administrative personnel who have reasonable belief that a student or students are in possession of weapons, illegal drugs, or other items harmful to the student or students or to the welfare of the student body to search the person of said student(s) under the following conditions:

1. Any such action shall not be taken unless there is a reasonable belief of violation of law or policy which can be substantiated if necessary.
2. Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student(s).

The above search shall be with the knowledge, and under the supervision, of the principal.

Any search of a student's person shall be done privately by a teacher or administrator of the same sex as the student to be searched. At least one witness who is an administrator or teacher, also of the same sex as said students, shall be present throughout the search. A record of the search shall be made. One copy shall be filed in the principal's office. One copy shall be sent to the Superintendent of Education. Students shall be given a receipt for all items impounded.

Reasonable belief of violation of law or policy may be based upon information from such sources as faculty members, reliable students, a law enforcement officer, visual evidence, or any of these factors.

INTERROGATIONS OF STUDENTS

A student enrolled in the school system shall not be interrogated by any law enforcement authority on public school property during regular school hours without the knowledge of the school's principal or his designee. All interrogations shall be conducted in private, with an official school representative (principal or his designated representative) present. Every reasonable effort shall be made to have a parent or guardian present. In those instances where a parent cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parent or guardian. Other non-school persons shall not interview students at school with the exception of parents or guardians.

UNANNOUNCED SCHOOL VISITS BY LAW ENFORCEMENT AGENCIES

Officials with law enforcement agencies, including juvenile officers, are authorized to conduct unannounced visits/searches/ interrogations at a local school when in their judgment a criminal activity including the presence of illegal drugs has taken place.

The visit/search/interrogation shall be coordinated through the local building principal and Superintendent and can be conducted without announcement to students or staff.

Ref: U. S. Const. amend. IV; U. S. Const. amend. XIV 1; Moore v. Student Affairs Committee of Troy State University, 284 F. Supp. 725 (M. D. Ala. 1970); Note from Moore: “It is settled that the Fourth Amendment does not prohibit reasonable searches when the search is conducted by a superior charged with the responsibility of maintaining discipline or of maintaining security...”

FILE: JCC
Revised: Aug. 17, 1995
Revised: June 26, 1997
Revised: April 26, 2005
Revised: August 25, 2011

CONDUCT

The Marengo County Board of Education shall not tolerate conduct by any student in the School System which materially interferes with or substantially disrupts an atmosphere conducive to learning. All students shall comply with the Code of Student Conduct of the Marengo County School System, state and federal laws, school board policies, and local school rules governing student behavior and conduct. This code applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time, place, or cyberspace, on or off campus, has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the schools. Violators shall be subject to appropriate disciplinary measures designed to assure that no student interferes with the rights of others to receive a quality education.

DRESS CODE

Students shall receive adequate notice of local school codes or conduct as approved by the principal, superintendent, and Board. All codes of conduct shall assure equality of education opportunity for all students.

The Marengo County Board of Education has the responsibility to maintain an appropriate atmosphere conducive to learning. Therefore, any student-worn article of clothing or manner of hairstyle or make-up determined by the teachers and principals to be disruptive to the learning environment or hazardous to the health and safety of the child and/or teacher shall not be allowed.

The primary guide in determining what is not appropriate is the extent to which such dress or grooming attracts undue attention in the classroom or schools.

If the principal determines that the student's dress or grooming is unacceptable, adequate time shall be allowed the student to make proper adjustments. However, when a student continues to ignore the required changes, he shall be subject to disciplinary action.

STANDARD DRESS CODE (LOCAL SCHOOL OPTION)

Research indicates that schools with a standard dress code have fewer discipline problems and higher academic performance. Student self-esteem is also higher in such schools. A standard dress code allows students to focus on academic competition rather than on peer pressure related to fads and/or costly attire. Therefore, the Marengo County Board of Education hereby grants authority for a standard dress code to be implemented in a school. Such code shall be implemented/revised upon consultation with students, parents, and teachers.

The standard dress code shall be outlined in the school's student handbook.

A sales agreement shall be entered into by the school principal and any sole source vendor.

SMOKING/USE OF TOBACCO PRODUCTS

Smoking is not to be permitted by the student on school property during the school day or when activity participating in any school activity sponsored by the school. Students are not to have tobacco products or other smoking substances in their possession while at school or when participating in or attending any school sponsored activity.

The regular school day is defined as the normal hours schools are open to students for instructional purposes. The regular school day begins for students at the time of arrival on the respective school premises (school-owned property, school bus, parking lot, etc.). The school day ends for students upon departing school premises (school-owned property, school buses, parking lots, etc.). A school activity is defined as any education experience or curricular or extra-curricular event that is approved officially by appropriate school personnel based on the following criteria:

1. It is scheduled by school officials.
2. School officials have made specific assignments to an employee(s) of the Board to teach, coordinate, monitor, advise, sponsor, or chaperon said activity as a part of employment responsibilities.

Students violating this policy shall be subject to punishment by school officials.

ALCOHOL/DRUG USE

It shall be the policy of the Marengo County Board of Education that the school principal or authorized official of the school shall automatically suspend any student found in possession of, or in the act of using:

- (a) Alcohol or marijuana.
- (b) Drugs (stimulants, depressants, hallucinogens or opiates) for which the student has no prescription from a duly recognized physician.

Also, the school principal or authorized official of the school shall automatically suspend any student who is caught selling alcohol and/or harmful drugs to others.

The above policies apply when the act(s) take place at school, on school grounds, on school buses, and/or at any school-sponsored event, during or after regular school hours. Recommendation of expulsion may be made if the situation seems to be sufficiently grave.

The principal shall immediately notify the parents or guardians of the student by telephone. If the parents or guardians cannot be reached by phone, the principal shall then notify them of the action by sending a letter within 24 hours. Care shall be given to afford due process to all students.

Persons, firms, corporations, or associations knowingly sell, give, or otherwise dispense any alcoholic beverage to a school student under the age of eighteen (18) years or who have sold alcoholic beverages on school premises shall be liable for prosecution under Ala. Code 16-1-10.

POSSESSION OF WEAPONS

The possession of dangerous weapons by students on school grounds, school buses, or at school sponsored events, during or after regular school hours, is prohibited. Students who are found to be in possession of such weapons are subject to suspension and possible expulsion from schools of the School System. A dangerous weapon is defined as a knife, club, gun, chain, or any object deemed dangerous by the school official. When the student is found in possession of a weapon the following procedures may be observed:

1. The principal or designee, after providing informal due process, may notify the student he/she is suspended from school for up to ten (10) school days pending a hearing before the Board for expulsion.
2. The parents or legal guardian(s) of the student shall be notified and the student released in their custody, or with their knowledge. If the situation warrants, the student may be released in the custody of the juvenile or civil authorities. In any event, parents or guardians shall be notified immediately of the action taken.
3. Within three (3) days after policy violation, a conference shall be arranged by the principal. Included in this conference may be the student, parents or guardians, juvenile or civil authorities (depending on age of student), principal, and the Superintendent.

Others may be present if deemed necessary by school officials. If it is impossible to arrange a conference within three (3) days, under no circumstances can the student be readmitted until the conference is held.
4. After the conference is held and all evidence is weighed, the student and parents/legal guardians shall be notified by the school principal concerning the future status of the student.

FIREARMS AND WEAPONS

It shall be a violation of Board policy for any student to have in his/her possession weapons or firearms of any kind at any time and at any place on school property. Items forbidden shall include, but are not limited to, the following: knives of any kind and any length, razors or razor blades, box openers, firearms, explosive devices including fireworks of any

description, any items which may be used as clubs, and all sharp or pointed objects designed for use as weapons. Students who are found in violation of the above policy may be placed on immediate suspension from school. In addition, parents and police authorities will be notified. Students may be expelled for possession of weapons of any kind at any time on school property. For the purposes of this policy, the term firearm is defined in Section 921 of Title 18, United States Code.

In accordance with Legislative Act 94-817 it is a Class C felony to possess a deadly weapon on school premises with intent to do bodily harm.

In compliance with Legislative Act.94-820, any student over age 14 who is convicted of the crime of possession of a pistol on the school premises shall be denied issuance of a driver's permit or license for 180 days from the date the student is eligible and applies for a permit of license. Further, any student holding a valid driver's license who is convicted of possession of a pistol on school premises shall have his/her driver's license suspended for 180 days commencing on the 30th day following notification of the Department of Public Safety by the court.

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a class C felony. (Note: Deadly weapons include but are not limited to hand grenade, explosive or incendiary device, a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles.)

Any person over the age of 14 who is convicted of the crime or possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver's license on the date of conviction, the driver's license will be suspended for 180 days.

The Marengo County Board of Education is in compliance with the Federal Gun-Free Schools Act of 1994 and the Code of Alabama Section 13A-11-72(d) 1975. In keeping with state and federal law, all persons other than authorized law enforcement personnel are prohibited from possessing any deadly weapon on or near school grounds or property.

If a student is found to be in possession of a real weapon or firearm or a reasonable facsimile of a firearm and presents it as a real firearm, he/she shall be automatically referred to the Board for disciplinary action. If it is determined by the Board that the student was in possession of a real firearm on school property, to include property not owned by the school system but where an official school sponsored activity is held, said student shall be expelled from school for not less than one (1) academic year. Such expulsion is in compliance with the requirements of Public Law 103-382; "Improving America's Schools Act of 1994," Part F, Section 14601, Gun-Free Requirements and Alabama Legislative Acts. Following the expulsion determination, the student cannot attend any regular public school for one calendar year. The LEA can modify the expulsion on a case-by-case basis as allowed by the Code of Alabama (1975), 16-1-24-3. Discipline of students with disabilities who violate the firearm possession policies shall be determined on a case-by-case basis in accordance with the requirements of the Individual's with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act.

Further, in accordance with Public Law 103-382; "Improving America's Schools Act of 1994," Part F, Section 14601, Gun-Free Requirements, any student determined by the Board to have brought a weapon or firearm on school property as defined above shall be referred to the criminal justice or juvenile justice system.

BUS CONDUCT

While the Marengo County Board of Education offers, as needed, a system of pupil transportation, it also requires parents of students to accept responsibility for supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus - and only at that time - does he become the responsibility of the School System. Such responsibility shall end when the child is discharged at the regular bus stop at the close of the school day.

Since the bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

When a child does not conduct himself properly on a bus, such instances shall be brought to the attention of the building principal by the bus driver. The building principal shall inform the parents immediately of the misconduct and request their cooperation in controlling the child's behavior. He shall also discipline guilty students as deemed appropriate.

A child who becomes a serious disciplinary problem on the school bus may have his transportation privileges suspended, or terminated. In such cases, the parents of the children involved shall become responsible for seeing that their children get to and from school.

Ref: Ala Code 16-1-10; 16-1-14; 16-8-8; 16-8-9; 16-41-1 to -10; 16-4-13; 16-1-2; 16-8-7 to -10; 16-12-3 (b); Act 94-817; Act 94-820; Public Law 103-382 "Improving America's Schools Act of 1994," Part F, Section 14601, Gun-Free Requirements.

COMPLAINTS AND GRIEVANCES

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

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

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

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

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

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

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

FILE: JCE
Adopted August 10, 2000
Revised: Sept. 27, 2001
Revised: January 26, 2012

INTERNET SAFETY AND
INTERNET ACCEPTABLE USE PRACTICES (AUP) FOR THE USE OF
TECHNOLOGY FOR STUDENTS

INTRODUCTION

This policy has been adopted in compliance with the Children’s Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).

It is the policy of the Marengo County School Board (Board) to provide technology resources, including Internet access, to its students and employees in order to more fully support the system’s mission statement and to meet educational and instructional goals set by the system and the state. It is the intention of the Board that all technology resources will be used in accordance with any and all school/system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. This policy applies to all technology resources, regardless of purchase date, location, or funding source.

All users, in the process of logging onto the system’s network, will agree to abide by all school and system policies. Students and staff must have the appropriate Acceptable Use Policy on file with the system prior to use. Visitors to the system must have the permission of school staff in order to access the Internet. Such permission may not be shared or transferred.

This Internet Safety Policy will be displayed in each school’s media center and computer lab. A copy of the policy will also be available in each school’s office. Any questions about this policy, its interpretation, or specific circumstances shall be directed to the System Technology Coordinator before proceeding. Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action. The administrators of each school will be responsible for establishing specific practices to enforce this policy at individual schools.

TECHNOLOGY PROTECTION MEASURES

A. Filtering and Blocking

The Board will make every reasonable effort to filter and block access to “visual depictions” that are obscene, contain child pornography, are harmful to minors, or that the Board determines is “inappropriate for minors.” The software will filter all incoming Internet sites based on both URL (website name) and IP address. URLs and IP addresses may be added to the filtered list in cases where the filtering system may not have accurately identified inappropriate sites as defined above.

All users are required to report any sites that contain inappropriate materials or materials harmful to minors. Students must report this information to their teacher. Teachers or staff members must report this information to the System Technology Coordinator. This includes any text, audio segment, picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole, appears to a prurient interest in nudity, sex, or excretion.

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Adult staff members may request a review of filtered sites. Adults who are engaged in bona fide research or need access to blocked sites for other lawful purposes, may request a temporary release of the specific sites at specific workstations to complete their work. Such requests should be directed to the System Technology Coordinator.

B. Monitoring

It is the responsibility of all teachers and employees to properly inform students/staff under their charge of this policy and to see that the policy is strictly enforced. Students using the Internet and World Wide Web will be under the direct supervision of the instructor. In addition, the system may use software to monitor Internet activity, as needed.

Teachers who will be presenting Internet sites to students as part of the instructional process, should preview the sites they plan to incorporate to ensure their safety and suitability. If students are to independently access the Internet on a computer, the teacher must ensure that they have a signed Acceptable Use Policy on file. In addition, any student under the age of 17 must also have a signed Parent Permission Form on file. Finally, teachers must give students specific permission to independently access the Internet and monitor their activity while they are online.

C. Communicating Electronically

The Board permits students to engage in electronic communications on a limited basis for educational purposes under the direct supervision of their teacher. All such communications are subject to school rules, the Student Acceptable Use Policy, any applicable laws, and the following safety and security measures.

In compliance with the Children’s Internet Protection Act, electronic communications (including, but not limited to e-mail, chat, and instant messaging) may not be used for:

1. Unsafe practices such as:
 - Contacting strangers or communicating with unknown individuals or organizations.
 - Posting or forwarding other user’s personal communication without the author’s consent.
 - Sending mass e-mails without the consent of the Principal or System Technology Coordinator.
 - Disclosing, using, or disseminating unauthorized personal information regarding minors including, but not limited to the following: home and/or school address; work, home, school, or cellular phone numbers; full name, social security number, etc. without authorization.
2. Harmful, malicious, or unlawful practices such as: spreading viruses, spamming, hacking of any type, copyright infringement; or engaging in any other unlawful activities.
3. Commercial practices such as selling or advertising products or services or purchasing products or services.

D. Posting to the Web

All users wishing to post pages or information on the System's website must obtain prior permission and comply with *Marengo County Board of Education Web Page Design Requirements*. Students may not use technology resources operated by the school system to post information or graphics to personal web pages on the Internet.

The Board prohibits posting of the following to school or system websites:

1. Pictures of employees without their written consent.
2. Pictures and other personally identifiable information without the permission in writing from the parent/guardian of the student involved.
3. Pictures of students along with their full names. Only first name and last initial of students may be used.
4. Personal information of any kind including, but not limited to: home, school, or work address; home and/or school phone numbers; full name; or social security number.
5. Materials that infringe on any copyright held by others with permission and acknowledgement.
6. Any obscene, harassing, or threatening materials.

The Board does not permit the posting of faculty/staff listings with their school contact information (phone extension, e-mail address, etc.). In addition, webmasters may link to other websites provided the content on the linked site(s) meet the safety and professional standards set out in system policies and the linking page contains a disclaimer for the downstream website content and links.

E. Downloading from the Internet

Students may not download files of any type without the specific permission of their supervising teacher. Under no circumstances will students be permitted to download graphic, video, or audio files in any format that violates the letter or intention of this or any other school/system policy. No user may download any files which violate copyright laws.

ONLINE BEHAVIOR EDUCATION

All students will receive education about appropriate online behavior, including cyberbullying awareness and response and interacting with other individuals on social networking sites and in chat rooms. This education will be provided through the implementation of the Technology Course of Study, through Internet safety awareness and education programs at each school, and through additional efforts made by the Student Services and other departments. In addition, educational materials and links regarding cyberbullying as well as safe and appropriate behavior will be placed on the System's website for access by parents and students.

LIMITATIONS OF LIABILITY

The Board and its employees make no guarantee that the functions or services provide by or through the System's network will be error-free or without defect. The Marengo County School System will not be responsible for any damage suffered by the user, including but not limited to, loss of data or interruptions of service. The Board will not be responsible for any financial obligations arising from the unauthorized or inappropriate use of system technology.

NOTICE OF RIGHT TO CHANGE

This policy may be changed by Board approval as deemed necessary to continue to ensure the safety of students and compliance with any and all laws and regulations.

ADDITIONAL RESTRICTIONS

This policy is intended to work in concert with other System policies, procedures, and guidelines in order to ensure the safe, ethical, and educational use of all technology within the system.

ACCESS TO TECHNOLOGY RESOURCES

The Board permits restricted and conditional access to and use of its technology resources. The term “technology resources” is intended to have a broad interpretation. It includes, but is not limited to, computers, digital devices, electronic communication devices, network equipment, the Internet, e-mail, software, and online venues such as websites, blogs, and online class management systems. Such access and use is restricted to students who are engaged in bona fide educational activities that serve and are consistent with identified educational objectives and who, by signing an acknowledgement form, agree to abide by all Board policies, rules, and regulations regarding technology use.

The Board reserves the right to place conditions on, restrict, or prohibit the use of personally-owned technology resources on its property. In addition, the Board’s policies, rules, and regulations also apply to personally-owned technology resources brought on to school property.

Parents of minor students (under the age of 17) may request that their child(ren) not be allowed to independently access the Internet by notifying the school principal in writing within fifteen (15) school days of the student's first day of attendance each school year. This restriction will apply to the student independently operating any Board technology resource to access the Internet, and does not prohibit the student from viewing Internet sites presented by school personnel or by other students as part of a lesson, or from using Internet-hosted software used by the school.

RESTRICTION AND LOSS OF PRIVILEGES

Students are responsible for their behavior as it relates to technology. Therefore, all students should keep their login and passwords secure at all times. Students who violate any Board policy, rule, or regulation regarding technology use may be denied the use of the Board's technology resources, may be prohibited from bringing personally-owned technology onto school property, and may be subject to additional disciplinary action.

LEGAL RESPONSIBILITIES

Technology networks can provide individuals with access to locations in the United States and around the world. Students and parents should be aware that they may be liable for hurtful speech, invasion of privacy, copyright, and other violations in all fifty (50) states and worldwide. The Board will cooperate with any properly executed request from any local, state, or federal law enforcement agency or civil court.

OWNERSHIP OF RESOURCES AND EXPECTATIONS OF PRIVACY

All technology resources, including but not limited to, network and Internet resources, accounts, e-mail systems, computers or other devices owned, leased, or maintained by the Board are the sole property of the Board. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources. Authorized Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board's technology resources, including computer or related equipment, files, and data to determine if a user is in violation of any of the Board's policies, any other matter or reason related to the safe and efficient operation, maintenance, or administration.

In addition, any device (regardless of ownership) brought onto school grounds by a student is subject to immediate inspection when there is a reasonable suspicion that the contents or recent utilization of the device is in violation of any of the Board's policies, rules, or regulations regarding access to and use of technology resources.

AVAILABILITY AND SECURITY OF TECHNOLOGY RESOURCES AND DATA

The System does not guarantee its students that all of the files that they store on the Board's' technology resources or the resources themselves will be available, backed up, or protected 100% of the time. The System will take reasonable steps to maintain the security of technology resources; however, no assurance can be given that security breaches will not occur. In addition, network administrators or their designees reserve the right to remove users' files without warning.

ADOPTION OF RULES AND REGULATIONS

The Superintendent is authorized to develop additional or more specific rules and regulations regarding access to and use of technology resources and to require adherence to such rules and regulations through such means as the “Acceptable Use Practices” (AUP) Rules and Regulations, Internet safety policy, and application of appropriate disciplinary policies and procedures.

LIMITATION ON LIABILITY

The Board makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the Board’s technology resources will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to loss of data, failure to block or filter, or interruption of service.

Although the Board claims ownership of its various technology resources, all user-generated data, including e-mail content and digital images, is implicitly understood to be representative of the author’s individual point of view and not that of the school or school system. Students and their parents must also be aware that the Board cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

CELL PHONES/ELECTRONIC DEVICES POLICY

The Marengo County School System may allow the use of cell phones/electronic devices as an instructional tool and learning resource if used appropriately. In order to preserve the teaching and learning environment, clarification of the cell phone/electronic devices policy for the Marengo County School system is as follows:

1. Teachers may permit use of cell phones for academic activities related to curriculum and will notify students when this type of use is authorized.
2. When a device is in use in the classroom, students **WILL NOT**:
 - Answer an incoming SMS (text) message or phone call.
 - Be on any social media site (Facebook, Twitter, etc.).
 - Access or play any game or access any entertainment site on their device.
 - Access or use any application (app) on their device unless expressly instructed to by the instructor.
 - Take any picture or video that the instructor has not expressly asked you to take.
 - Upload any picture or video taken in any class to any social media site or website.
 - SMS (text) message or email any picture of a video taken in class to any person, including themselves.
 - Access any type of mobile web browsing for any reason unless directed by the instructor.

- Take any picture, video, or text any class assignments or assessments without permission

Any phone communication during the instructional day will take place on school telephones with permission from office personnel with the exception of emergency situations as deemed by the Principal. Parents should continue to call the school for any emergency situation.

Cell phones/electronic devices must be turned OFF before you enter the school grounds and this includes any classroom, office, library, locker room, and lab. Students may power their phones at the request of the classroom teacher.

Once inside any of the aforementioned locations, students must store their cell phones/electronic device in a location that is not visible to the teacher or other students, even though they are OFF. Students may use the device with teacher approval.

If a cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time a staff member may confiscate the device.

If you are caught using a cell phone/electronic device on campus during class time or non-class time, a staff member may confiscate the device.

Student use of cellular phones and other electronic devices is not allowed on school buses on regular routes before and after school. Photos may not be taken on the bus with camera phones or other type imaging products due to student confidentiality regulations and safety concerns. Violations on regular bus routes shall be referred by the bus driver to the Principal or Administrator in charge of the school the student attends.

Student use of cellular phones and other electronic devices for field trips, sporting events, and extracurricular activities during school hours or before or after school hours will be at the discretion of the Principal and event sponsor or coach.

Possession of a cell phone/electronic device by a student is a privilege, which may be forfeited by any student not abiding by the terms of this policy. Refusal to surrender your phone when asked is considered defiance. Defiance may result in disciplinary consequences, including suspension. Specific consequences will be addressed in student handbooks provided to students at the beginning of the school year.

Students bringing cellular telephones or electronic devices to school do so at their own risk. The school and/or school system will not assume any liability for any lost, stolen, or damaged cellular telephone and/or any other electronic devices brought to school or a school event.

The school's network filters will be applied to a device's connection to the Internet and any attempt to bypass the network filters is prohibited.

Devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected, the student will be required to unlock the device at the request of a school administrator.

Legal Ref: Alabama Code 16-1-27 (effective July 1, 2006)

FILE: JCG
Adopted: July 28, 2011

**USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A
SECURE TEST**

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

Marengo County Board of Education personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Code of Student Conduct handbook and other used modes of communication.

STUDENT RELIGIOUS LIBERTIES AT SCHOOL

The Marengo 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.

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, the Marengo County School System 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.

Students in the Marengo County School System 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 Marengo County Board of Education may not discriminate against groups that meet for prayer or other religious speech. The Marengo County Board of Education 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.

Students in the Marengo County School System 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.

Nothing herein shall be construed to authorize the Marengo County Board of Education, 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.

Nothing herein shall be construed to limit the authority of the Marengo County Board of Education, 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.
- 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.

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.

DISCIPLINE

The Marengo County Board of Education shall instruct the Superintendent to establish in cooperation with principals and teachers of all schools within the School System, codes of student conduct which state clearly and precisely in written form specified rules and regulations applicable within respective schools of this School System. Such rules or regulations shall:

1. Be based on policies of the Marengo County Board of Education.
2. Be based on the improvement of education within the schools. If a rule or regulation prohibits an action, the reason for such prohibition shall be stated, whenever possible.
3. Be as precise as possible and sufficiently adapted to the needs of youth served by the school.
4. Be otherwise considered reasonable and proper.
5. Provide clear evidence of their basis, said basis being maintenance of a proper atmosphere for learning within the school.

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts a proper atmosphere for learning within classrooms or other parts of schools.

Notice of the rules and regulations existing in each school shall be disseminated to students and parents in a wide variety of ways (student assemblies, PTA meetings, public address announcements, student handbooks, etc.).

Application of disciplinary regulations shall at all times reflect fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory, nor otherwise unreasonable. Procedural due process, to the extent of its applicability in any particular situation, shall be afforded all students prior to imposition of punishment. The degree of due process afforded shall be commensurate both with the gravity of the offense and the severity of the contemplated penalty, as outlined in the Board's policies relative to suspension, expulsion and corporal punishment.

No pupil shall be denied the right to participate in the school food service program as a result of disciplinary action. Reasonable detention under teacher supervision at the close of the school day shall be authorized for all schools. In case a child is to be detained after normal school hours, the parents shall be notified in advance. A child who is transported in a school bus shall not be caused to miss the bus by reason of such detention, except with prior notice to and/or permission of the parents. Students unable to remain after school because of such reasons shall receive alternative punishments.

Ref: 42 U.S.C. 1983; Ala. Code 16-1-14; *Tinker v. Des Moines Independent Community School District*, 89 S. Ct. 733, (1969); *Blackwell v. Issaquena County Board of Education*, 363 F. 2d 749 (5th Cir. 1966); *Burnside v. Byars*, 363 F. 2d 744 (5th Cir. 1966); *Goss v. Lopez*, 95 S. Ct. 729 (1975); *Wood v. Strickland*, 95 S. Ct. 992 (1975).

CORPORAL PUNISHMENT

The Marengo County Board of Education shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact, and caution, and then only by the principal or his designated representative in the presence of another adult school employee. At no time shall corporal punishment be administered in the presence of another student.

Teachers shall be supported by the Board and the administration in their efforts to teach good citizenship by requiring proper conduct. While teachers shall be reasonable in all student-related demands, they need not tolerate disrespectful, boisterous, rough, and violent outbursts of language and temper on the part of the pupils.

For corporal punishment to be completely defensible and otherwise valid, the following guidelines shall be adhered to:

- A. Except for those acts of misconduct which are extremely antisocial or disruptive in nature, corporal punishment should never be used unless the student is informed beforehand that specific misbehavior could occasion its use; and, subject to this exception, it should never be used as a first line of punishment. Its use should follow specific failures of other corrective measures to effect student behavior modification.

- B. A principal or his designated representative shall punish corporally only in the presence of a second school employee, who should be informed beforehand of the reasons for the punishment.
- C. In cases where a student protests innocence of the offense or ignorance of the rule, a brief but adequate opportunity shall be provided for the student to explain his side of the situation.
- D. School principals or other employees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness.

In addition to the above, the following guides shall apply to any use of corporal punishment in the schools of the School System:

- A. Corporal punishment shall be administered in the office of the principal or in such place or places as may be designated by the principal.
- B. Corporal punishment shall not be administered in the visual presence of other students.
- C. Corporal punishment shall be administered only by the principal or his designated professional representative, e.g., teacher.
- D. Utmost care, tact, and judgment shall be exercised, and all cases of corporal punishment shall be documented by both the person administering the punishment and the witness and such documentation shall be kept on file in the principal's office.
- E. The use of corporal punishment shall at all times be reasonable and proper. Considerations in this regard shall include but not be limited to the following:

1. Age of child.
 2. Size of child.
 4. Sex of child.
 5. Ability of the child to bear the punishment.
 6. Overall physical condition of the child.
- F. Corporal punishment shall not be administered in anger or with malice at any time.
- G. The parent or guardian of a student may deny this discipline procedure to school authorities by submitting a letter each year at the beginning of the school year to the respective principal specifically denying such disciplinary actions.

Ref: U.S. Const. amend. XIII; U.S. Const. amend. XIV. 1; *Ingraham v. Wright*, 97 S. Ct. 1401, (1977); *Jones v. Palmer*, 421 F. Supp. 738 (S.D. Ala. 1976); *Baker v. Owen*, 96 S. Ct. 210, affirming 395 F. Supp. 294 (M.D.N.C., 1975); Ala. Code 16-1-14.

DETENTION

The Marengo County Board of Education authorizes students to be reasonably detained for disciplinary purposes at the discretion of the local school principal and professional staff of individual schools. If a student is to be detained after regular school hours, the student shall be given notice of such detention in time to notify parent or legal guardian to arrange necessary transportation. Students shall not be detained for more than one hour daily for disciplinary reasons. Each local school principal shall require all students detained for disciplinary purposes to be under the direct supervision of a member of the professional staff.

If students cannot remain after school for justifiable reasons, they shall be given appropriate alternative punishments at the discretion of the principal or his designee.

No child shall be detained as punishment during the noon recess. Reasonable detention under teacher supervision at the close of the day shall be authorized for all schools. In the case that a child is to be detained, the parents shall be notified in advance. A child who is transported in a school bus shall not be caused to miss the bus by reason of such detention, except with the permission of the parents. Students unable to remain after school because of such reasons shall receive alternative punishments.

SUSPENSION

The Marengo County Board of Education recognizes its authority of maintaining good order and discipline within the schools of the School System. Therefore, the Board gives to the school principal the discretion to suspend a student for good cause until a satisfactory conference has been arranged and held with the parents or guardians of the suspended pupil. The principal shall promptly advise the Superintendent of all such suspensions, stating the reasons for the suspensions. No suspended student shall be allowed to leave the school premises during the school day until parent, guardian or other proper authorities assume responsibility for him.

Students committing the following acts shall be subject to suspension:

- A. The act of using obscene or profane language, in verbal or written form or in pictures, caricatures, or obscene gesture on any school property.
- B. The act of extortion or borrowing or attempting to borrow any money or things of value from a person in the school, unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.
- C. The act of physically assaulting or attempting to do bodily harm to any person on school property or on a school bus, including any activity under school sponsorship.
- D. The act of initiating a fire alarm, a report warning of a fire, an impending bombing, or other catastrophe without just cause.
- H. The act of destroying or defacing private or school property. (The student and/or parents shall also be responsible for financial restitution.)

- F. The act of possessing a dangerous weapon. A dangerous weapon may be defined as a knife, club, gun, chain, or any other object deemed dangerous by the principal. This policy pertains to the possession of a weapon at school, on school grounds, on school buses, and/or at any school-sponsored event, before, during, and after regular school hours. Any student using such a weapon shall be subject to expulsion.
- G. The use of alcoholic or intoxicating beverages or drugs on campus.
- H. Other acts of misbehavior deemed disruptive to the normal instructional process.

A pupil who has been suspended by a school principal shall not be eligible to enroll in another school in the School System until such time that he is reinstated in the school from which he was suspended.

Ref: Ala. Code 16-1-14; Goss v. Lopez, 95 S. Ct. 729 (1973).

FILE: JDD

EXPULSION

The Marengo County Board of Education has the authority to expel a student from school if an offense is serious enough to warrant such action. If a student is suspended and recommended for expulsion, the local school principal shall notify, in writing, with a copy to the Superintendent, the student and parent or legal guardian of the action taken and the additional disciplinary action recommended and the cause or causes for such action and recommendation.

The Superintendent may extend the suspension of the student pending the decision of the Board to expel said student. Before making the decision to extend such suspension, a brief but adequate opportunity shall be provided for the student to explain or present his side of the situation to the Superintendent. If the Board does not render a decision within a reasonable time, the student shall be readmitted to school until such time as the Board reaches a decision.

The Board hearing relative to expulsion, as well as all preliminary steps concerning said hearing, shall fully comply with the applicable due process criteria.

The Superintendent shall notify, in writing, the parent or legal guardian of action taken by the Board.

FILE: JDE
Adopted: October 29, 2001
Revised: July 28, 2011

MARENGO COUNTY ALTERNATIVE SCHOOL (MCAS)

The Marengo County Board of Education has established an alternative school to which students are assigned, usually as one last chance prior to expulsion.

When a Principal feels that a particular student can no longer function in the regular school, a recommendation is made to the Superintendent that the student be removed from the regular school. Reasons for such recommendation might be excessive absences, unmanageable behavior, or some similar problems. The final decision for placement at the MCAS is made by the Superintendent.

Typically, the alternative school focuses on behavior modification rather than on modifying its curriculum or pedagogy.

Students are assigned to this facility for a minimum of four weeks and possibly longer if the student has not met the guidelines that determine whether he/she is ready to return to the regular school program. An evaluation is made to determine whether a student is ready to return to the regular school program. If, in the opinion of the Marengo County Alternative School Coordinator, sufficient positive change has not been made, the student will remain for reevaluation. During their assigned time, the student(s) placed in the Marengo County Alternative School program is not eligible to attend or participate in co-curricular activities.

PHYSICAL RESTRAINT AND SECLUSION

POLICY PURPOSE AND GOALS

The Marengo County School System believes that the student is the focal point of all operations of a school system.

Marengo County School System seeks to establish a school environment conducive to the best learning achievements for each student through meeting the following objectives regarding students:

1. To have high expectations for individual student's achievement.
2. To individualize the learning program for all students in order to provide appropriately for each student according to his/her specific background, capabilities, learning styles, interests, and aspirations.
3. To expect appropriate behavior from each student.
4. To protect and observe the legal rights of students.
5. To enhance the self-image of each student by helping her/him feel respected and worthy through a learning environment that provides encouragement through success.
6. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.

7. To deal with students in matters of discipline in a just and constructive manner.
8. To provide for the safety, health, and welfare of students.
9. To promote regular attendance in school.

The Marengo County School System acknowledges that maintaining a school environment conducive to school learning requires that the environment be orderly and safe. Accordingly, physical restraint of a student may sometimes be necessary in order to protect the student or other individuals.

The purpose of this policy is to ensure that physical restraint is administered only when needed to protect a student and/or member of the school community from imminent, serious physical harm, and to prevent or minimize any harm to a student as a result of the use of physical restraint.

The Marengo County School System places an emphasis under this policy on the prevention and de-escalation of inappropriate behavior, which reduces the risk of injury to both students and program staff, as well as the care, safety, and welfare of our students.

DEFINITIONS

Physical restraint is direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to a student in order to promote safety or to prevent self-injurious behavior; providing physical guidance or prompting to a student 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.

Chemical restraint is any medication that is used to control violent physical behavior or to restrict the student's freedom of movement that is not a prescribed treatment for a medical or psychiatric condition of the student.

Mechanical restraint is 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 term does not include 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. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.

Seclusion is 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. Seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined herein; in-school suspension; detention; or a student-requested break in a different location in the room or in a separate room.

Time-out is a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used and is not seclusion 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 should not exceed 45 minutes.
3. The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight 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.

PROHIBITIONS

The use of physical restraint is prohibited in the Marengo County School System and its educational programs 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 is prohibited when used as a form of discipline or punishment.

All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress during the restraint. Any method of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs is prohibited in the Marengo County School System and its educational programs.

The use of chemical restraint is prohibited in the Marengo County School System and its educational programs.

The use of mechanical restraint is prohibited in the Marengo County School System and its educational programs.

The use of seclusion is prohibited in the Marengo County School Systems and its educational programs.

REQUIREMENTS

Each local school's principal or his/her designee and each educational program of the Marengo County School System that utilize physical restraint under this policy will provide staff with guidelines and procedural information regarding physical restraint and will arrange for the appropriate training of those designated staff members that may be called upon to physically restrain a student. This training of designated staff members shall be provided as a part of a program which addresses prevention and de-escalation techniques as well as positive behavioral intervention strategies. The training of designated staff members will be based on evidence-based techniques and strategies when possible. Each local school's principal or his/her designee or program coordinator shall be responsible for providing periodic reviews.

Each local school's principal or his/her designee and each educational program that utilize physical restraint will maintain written or electronic documentation on training provided at the local school regarding physical restraint and the list of participants in each training session. Records of such training will be made available to the Alabama Department of Education or any member of the public upon request.

Each local school's principal or his/her designee and each educational program that utilize physical restraint is responsible for generating and maintaining incident and debriefing reports of the use of restraint as well as reports of any prohibited use of seclusion and chemical, mechanical, or physical restraint at the local school and for gathering/reporting data to the Marengo County Board of Education and to the Alabama Department of Education annually. The use of physical restraint will be monitored by each local school's principal or his/her designee or program's coordinator on an on-going basis to ensure fidelity of implementation. Follow-up training will be provided following any situations in which procedures are not being followed.

Each local school's principal or his/her designee and each educational program that utilize physical restraint shall ensure that following an incident of restraint or seclusion of a student, all school personnel involved in the incident and appropriate administrative staff participate in a debriefing session for the purpose of planning to prevent or reduce the reoccurrence of the use of restraint. A student's parent or legal guardian will be provided notification of this debriefing session and afforded the opportunity to attend or to request that the debriefing session be rescheduled. The debriefing session shall occur no later than five (5) school days following the imposition of physical restraint or seclusion, unless the debriefing session is delayed, at the request of a student's parent or legal guardian, so that the parent or legal guardian may attend.

Each local school's principal or his/her designee and each educational program that utilize physical restraint will provide written notification to a student's parent or legal guardian when physical restraint is used on a student within a reasonable time following the restraint not to exceed one school day from the use of restraint.

Each local school's principal or his/her designee and each educational program will provide written notification to a student's parent or legal guardian when their child is removed from his/her school or program setting by emergency, medical, or law enforcement personnel within a reasonable time following the removal not to exceed one school day from the removal.

Each student's parent or legal guardian will be provided information regarding the school or program's policies governing the use of physical restraint. This information will be provided to parents at the beginning of each school year or upon the student's enrollment if the student enrolls after school has started. To effectuate this requirement, the Marengo County School System's website and student handbook/code of conduct will contain the following statement:

As a part of the policies and procedures of the Marengo County School System, the use of physical restraint is prohibited in the Marengo County School System and its educational programs 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 is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the Marengo County School System and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in a removal of the student by such personnel.

Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

CLARIFICATIONS

Nothing in this policy shall be construed to interfere with the Marengo County School System's or school personnel's authority to utilize time-out as defined herein or to utilize any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed as part of this policy.

Nothing in this policy modifies 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.

Nothing in this policy shall be construed to prohibit the Marengo County School System's or school personnel's right to take reasonable action to diffuse or break up a student fight or altercation.

Nothing in this policy shall be construed to prohibit the Marengo County School System or school personnel from taking reasonable action to obtain possession of a weapon or other dangerous objects on a student or within the control of a student.

Nothing in this policy shall be construed to eliminate or restrict the ability of school personnel to use his or her discretion in the use of physical restraint as provided in this policy to protect students or others from imminent harm or bodily injury.

Nothing in this policy shall be construed to create a criminal offense or a private cause of action against any local board of education or program or its agents or employees.

Nothing in his policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel or to interfere with the rights of the Marengo County School System or school personnel from seeking assistance from law enforcement and/or emergency medical personnel.

Ref Ala. Code 16-28-12, 16-1-14, AAC§290-3-1-02(1)(F)

FILE: JE

GUIDANCE PROGRAM

See Policy IG.

FILE: JGA
Also: EGB

STUDENT INSURANCE PROGRAMS

Participation in an insurance program shall be voluntary.

The Board shall require a student in interscholastic athletics and in other school activities, as deemed necessary, to participate in the school accident insurance program or file with the school principal a statement from the student's parent or legal guardian that said student is adequately protected against accidents that may occur while participating in said activities.

FILE: JGB
CF: JGFG

STUDENT HEALTH SERVICES

It shall be the responsibility of the Marengo County Board of Education, through its school officials, to notify the parents/guardians immediately of any child who becomes ill while in school. Other than giving emergency first aid when it is required, teachers may not give an aspirin or any other medication, even when requested by the student.

In extreme cases when the taking of medication is necessary for a child to be able to attend school, a parent may request a teacher or principal to give prescribed medicine based upon written instructions from the physician. The parent shall make this request in writing. Such medication shall be taken to school in a properly labeled bottle which shows the child's name and the name of the medication.

In all school accidents, parents shall be notified immediately by school officials. If the accident is of such a nature as to require immediate medical attention or the service of a doctor when the parent cannot be reached, school officials shall act in loco parentis and do whatever the situation demands. School officials shall make every effort to contact the family physician in the event of an accident. At all times, however, every effort shall be made to contact the parents/guardians.

Ref: Ala. Code 16-14-13. Also see: Ala. Code 16-29-1 to -6.

FILE: JGCA
ALSO: EBBC

EMERGENCY DRILLS

See Policy EGB.

SUPERVISION OF STUDENTS

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

The Superintendent shall instruct all principals to prepare, as necessary and appropriate, supervision schedules and present same to assigned teaching personnel. Supervisory duty assignments shall include, but not be limited to the following: (1) bus duty, (2) lunchroom duty, (3) hall duty, (4) supervision of students prior to and following dismissal of school each day, and (5) playground duty.

FILE: JGCC

BICYCLE/MOTORCYCLE USE

All bicycles or motorbikes are to be parked in a place designated by each school principal. These vehicles are to be parked immediately upon students' arriving at school; they are not to be ridden across the campus, on the sidewalk, on athletic fields, or in the parking lot. The school shall not assume responsibility for these vehicles while on campus, and each individual shall make sure that his vehicle is locked securely.

FILE: JGCD
CF: EBBE

AUTOMOBILE USE

Students driving cars to school must park them in the student parking area. All cars should be locked after arriving in the morning. Each student who drives a car to school must register the car with the principal. Cars are not to be moved from the parking lot at any time during the school day until the authorized time for student departure from school. Students shall not occupy automobiles during the school day between the times of their arrival at and their departure from the school campus.

FILE: JGCE
CF: JGC

ACCIDENTS

The Marengo County Board of Education instructs the school principal to make a written report to the Superintendent concerning every accident requiring the services of a doctor, which occurs on school property or during school-related activities. This report shall be given to the Superintendent within twenty-four (24) hours after the accident. In the event of an athletic injury, the school principal is to use his own judgement concerning whether the Superintendent is to be advised. If the injury is of a serious or permanent nature, the principal shall report the matter to the Superintendent.

FILE: JGD

STUDENT TRANSPORTATION

The Marengo County Board of Education may enter into a transportation contract to provide transportation services to certain students within the School System.

To be eligible for free school transportation, a student shall meet the following criteria:

- A. Be a resident within the School System jurisdiction.
- B. Live two or more miles from his assigned school.

A handicapped student may be eligible for free transportation regardless of the distance he lives from school.

Ref: Ala. Code 16-8-13, 16-8-14, 16-13-51, 16-8-7 to -9, 16-27-1 to -6, 16-39-11; Conecuh County Board of Education v. Campbell, 162 So. 2d 233 (1964); Stout v. Jefferson County Board of Education, 419 F. 2d 1211 (5th Cir. 1969); Carr v. Montgomery County Board of Education, 377 F. Supp. 1123 (M.D. Ala. 1974).

FILE: JGE
Adopted May 21, 1992
Revised Jan. 25, 2001

SCHOOL HEALTH SERVICES POLICY
COMMUNICABLE DISEASE

The Marengo County School System will cooperate with local and state health agencies to enforce and comply with applicable health codes for the prevention, control, and containment of communicable diseases in schools.

It shall be the responsibility of employees of the system to report to their principal, school nurse, or the superintendent any cases or suspected cases of diseases and health conditions designated by the State Board of Health as notifiable.

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

Reference: Alabama Code, Title 22 Chapter 51; Teachers: Teachers Required to Report Suspected cases of Communicable Disease; Alabama Code, Title 52 Chapter 33, Section 553; Mental and Physical Examination of Children - General Provisions

ADMINISTRATIVE PROCEDURES
COMMUNICABLE DISEASE CONTROL

1. The public health law requires reporting of communicable disease cases to the Board of Health.
2. Students are excluded from school based on the Regulations for the Control of Communicable Disease. Students excluded from school for communicable conditions shall be admitted back to school through the principal with the required medical statement.
3. In keeping with the law, principals shall report immediately by telephone, to the School nurse health coordinator (school nurse), the following diseases:
 - Hepatitis
 - Measles (Rubeola)
 - Meningitis, Meningococci
 - Rubella (German Measles)
 - Salmonellosis
 - Whooping Cough (Pertussis)

The preceding diseases, as well as the other reportable communicable diseases listed below, shall be reported to the school nurse health coordinator by or on Monday of the preceding week.

- Chicken Pox (Varicella)
- Diphtheria
- Encephalitis

- Impetigo

- Influenza - epidemic
- Malaria
- Tuberculosis Meningitis
- Mumps (Infectious Parotitis)
- Pediculosis (lice)
- Pneumonia
- Poliomyelitis
- Rabies
- Rheumatic Fever
- Rheumatic Heart Disease
- Ringworm (Tinea Copitis or Corporus)
- Scabies (Itch)
- Scarlet Fever (Includes Strep Throat)
- Smallpox
- Tuberculosis
- Typhoid Fever

4. The school health coordinator shall report for the school system to the Marengo County Board of Health.

PREAMBLE

The Marengo County School System shall strive to protect the health and safety of children and youth in our care, as well as their families, our employees, and the 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.

1. 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 FHV 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 rights, and reassess the placement if there is a change in the student's needs for accommodations or services.

(JGE)

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2. Employment

The Marengo County School System does not discriminate on the basis of HIV infection or association with another person with HIV infection.

3. 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.

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 in a secure and confidential file apart from any student record or employee file.

4. 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 blood-borne infections. Equipment and supplies needed to apply the

infection control guidelines will be maintained and kept reasonably available. School Health Services personnel shall implement the precautions and investigate, correct, and report on instances of lapse.

A school staff member is expected to alert the school nurse if a student's health condition or behavior presents reasonable risk of transmitting any infection.

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

5. HIV and Athletics

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

All employees must consistently adhere to infection control guidelines at all times which will include 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.

6. **HIV Prevention Education**

The goals of HIV prevention education are to promote healthful living and discourage the behavior that put people at risk of acquiring HIV. The education program will:

- be taught at every level, kindergarten through grade twelve
- use methods demonstrated by sound research to be effective
- be consistent with community standards
- follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC)
- be appropriate to students' developmental levels, behaviors, and cultural backgrounds
- build knowledge and skills from year to year
- stress the benefits of abstinence from sexual activity, alcohol, and other drug use
- include accurate information on reducing risk of HIV infection
- address student's own concerns
- include means for evaluation
- be an integral part of a coordinated school health program
- be taught by well-prepared instructors with adequate support
- involve parents and families as partners in education

Parents and guardians will have convenient opportunities to preview all HIV prevention curricula and material. School staff members shall assist parents or guardians who ask for help in discussing HIV infection with their children. If a parent or guardian submits a

written request to a principal that a child not receive instruction in specific HIV prevention topics at school, and assures that the 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 risk of acquiring HIV.

7. Related Services

Students will have access to voluntary, confidential, age, and developmentally appropriate counseling about matters related to HIV infection through the assigned school nurse. 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 kept available for voluntary student use.

8. Staff Development

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

9. General Provisions

On an annual basis, school administrators will make available to students, their family members, and school personnel current policies concerning HIV infection and provide convenient opportunities to discuss them.

This policy is effective immediately upon board approval. This policy shall be reviewed annually by the school nurse and the superintendent. The accuracy, relevance, and effectiveness of this policy shall be reviewed and when appropriate, recommendations for improvement given. This policy shall be updated as needed.

Reference: Adapted from the suggested policy by the National Association of State Boards of Education, 1996 and the Mobile County Public School System, 1999.

INTRODUCTION TO BLOOD-BORNE PATHOGENS

The purpose of this document is to provide guidance for school personnel and health professionals in reducing the possible transmission of communicable disease. These guidelines are designed to protect and safeguard the health of students, school personnel, and others in the school environment.

Many individuals have infections without symptoms and are not aware that they are infectious. Obviously, therefore, it is more reliable to provide a high level of infection precaution for **all** personnel and students whether or not an infection has been diagnosed. This approach is endorsed by the Centers of Disease Control and Prevention (CDC), the American Public Health Association (APHA), and the United States Department of Labor, Occupational Safety and Health Administration (OSHA) Part 19191939, Title 29 of the Code of Federal Regulations, "Occupational Exposure to Blood-borne Pathogens," and is referred to as **Standard Precautions**. Although OSHA does not regulate local education agencies (LEAs) in Alabama, it is imperative that efforts be taken to safeguard the health of students and staff. Standard Precautions apply to blood as well as all other body fluids or secretions, regardless of whether they contain visible blood.

These guidelines replace Universal Precautions, the term that became synonymous in the 1980s and 1990s with infection control measures to protect workers from HIV, Hepatitis B and other blood-borne pathogens. The basic tenets of infection control are preserved in Standard Precautions, including hand washing and the use of gloves, masks, eye protection, and gowns as appropriate for contact where splashing or soiling is likely to occur. Throughout the remainder of this document, the new term, Standard Precautions, will be used.

DETERMINATION OF EMPLOYEE EXPOSURE POTENTIAL

According to the *Code of Federal Regulations*, "occupational exposure" means reasonable anticipated skin, eye, mucous membrane, or parenteral (through the skin) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. The federal regulations do not distinguish which employees are occupationally exposed. However, the regulations clearly state the employer must determine which employees might be occupationally exposed to blood-borne pathogens by:

1. Listing job titles of all employees who might have occupational exposure to body fluids.
2. Listing all tasks and procedures in which occupational exposure occurs. These are tasks and procedures that are performed by employees within a specific job classification. This exposure determination should be made without regard to the use of personal protective equipment such as gloves.

Job Title	Tasks/Responsibilities
School Nurse	Providing nursing procedures such as administering injections; checking blood glucose; providing first aid; tracheostomy and catheter care; administering tube feedings; and performing CPR.
Child Nutrition Personnel	Providing CPR.
Administrators, Teachers, Coaches, Security Officers, Clerical Staff, Aides, and Bus Drivers	Providing health services such as first aid, CPR, seizure precautions, diapering, nasopharygeal suctioning, and clean intermittent catheterization.
Custodians	Cleaning spills and surfaces possibly containing blood and/or body fluids and disposing of garbage and waste materials containing potentially infectious body fluids.

1. Implementation of Standard Precautions in the School Setting.

Employees within the school setting should comply with Standard Precautions to prevent contact with blood or other potentially infectious materials (OPIM). Because of the difficulty in distinguishing between infectious and noninfectious body fluids, **all** body fluids shall be considered potentially infectious materials.

2. Implementation of Engineering and Work Practice Controls.

Occupational exposure in the school setting can be minimized or eliminated if the recommended standard precaution practices are followed by all school personnel. **Engineering controls** are the supplies and facilities needed to create a safe work environment. **Work practice controls** are the behaviors that employees adopt and practice that are necessary to create and maintain a safe work environment. Both engineering and work practice controls are essential to prevent the transmission of blood-borne pathogens.

A. To ensure the effectiveness of engineering controls in the school setting, the principal should routinely provide, examine and maintain the following:

- (1) Hand washing facilities that are readily accessible to employees and students. Adequate running water, soap, and paper towels or a hot air hand dryer shall be available.
- (2) Antiseptic hand cleaners when a hand washing facility is inaccessible.
- (3) Puncture-proof, disposable, labeled containers for disposing of used needles, syringes, and sharps.

- (4) Personal, disposable single-use protection equipment (gloves, CPR mouth shields, face shields, etc.) as required by specific tasks.
- (5) Appropriate disinfectants, supplies, and equipment to clean surfaces and waste receptacles following contamination with body fluids.
- (6) Disposable plastic liners for waste receptacles.

B. To ensure the effectiveness of work practice controls in the school setting, the principal and school nurse should provide training in the following practices and evaluate their implementation:

- (1) All personnel will utilize appropriate work practice controls by:
 - a. Using good hand washing practices at all times.
 - b. Immediately washing their hands with soap and water after removal of disposable gloves or other personal protective equipment; after assisting with toileting of students; and before handling food.
 - c. Washing their hands and any other body surface with soap and water or flushing mucus membranes with water as soon as possible when coming in direct contact with blood or other potentially hazardous materials.
 - d. Handling contaminated needles and sharps without bending, recapping or removing needles.
- (2) All personnel will **immediately** report all exposure incidents involving students to the school nurse or principal who will notify parents.

(3) All personnel will report all exposure incidents occurring to self **immediately** to the principal or the school nurse.

3. Annual training for all school personnel to improve their knowledge and work practice controls regarding prevention and avoidance of exposure to blood-borne pathogens in the workplace (see Appendix A).
4. Assurance that all school personnel are provided with disposable, single-use personal protective equipment (gloves, CPR mouth shields, face shields, etc.) as required by specific tasks to prevent exposure to blood-borne pathogens.
5. Provision of the Hepatitis B vaccine for school personnel who have been determined to be occupationally exposed to blood-borne pathogens. The vaccines should be offered within 10 days of initial assignment to a position with potential exposure. This vaccine is given in a series of three injections over a six-month period. An employee may decline the vaccine. Records of immunization should be filed by name and social security number and maintained for 30 years after termination of employment (see Appendix B).
6. Facilitation of physician assessment and treatment as soon as possible after exposure incident (exposure incidents should be regarded as urgent).
7. Facilitation of prompt written documentation regarding accurate completion of post-exposure reporting, evaluation and follow-up (see Appendices C and D).
8. Protection of confidentiality of those involved in exposure incidents.
9. Documentation and storage of records indicating the following:
 - Employee training (must be kept for 3 years)
 - Vaccine given/declined (must be kept for 30 years post-employment)

- Exposure incidents (must be kept for 30 years post-employment)
- Post-exposure Healthcare Professional's Written Opinions (must be kept for 30 years post-employment)
- Exposure Control Plan
- Annual review of plan and updates

10. Annually review and revise the Exposure Control Plan and provide updated copies to all employees (see Appendix E).

Copies of the Exposure Control Plans should be made readily available from the central office and at each school site.

PROCESS CRITERIA

The registered school nurse and the principal will:

- 1 . Develop and implement an Exposure Control Plan, based on the Marengo County Board of Education's policy, pertaining to the need of their individual school environment.
2. Provide training, written instructions and equipment to prevent and/or minimize exposure to blood-borne pathogens.
3. Maintain documentation of training records and other related documentation of the Exposure Control Plan.
4. Maintain strict confidentiality of those individuals involved in exposure incidents.

OUTCOME CRITERIA

An effective Exposure Control Plan in the school setting will assure the prevention and/or the limited exposure to blood-borne pathogens.

1. Verbal and written communication will be provided for school personnel who are at risk for occupational exposure to infectious materials.
2. School personnel will demonstrate knowledge about preventing exposure to blood-borne pathogens in the work place by:
 - A. Asking about their individual job classification in relation to occupational exposure.
 - B. Participating in all training provided by the school.

- C. Making an informed decision regarding Hepatitis B vaccination.
- D. Reporting all exposure incidents involving students **immediately** to the principal or school nurse whom will contact parents.
- E. Reporting all exposure incidents involving self to the principal or the school nurse **immediately**.
- F. Participating in post-exposure evaluations when indicated.
- G. Practicing Standard Precautions at all times.
- H. Maintaining confidentiality of all personnel, students, and their families.
- I. Modeling positive behaviors for students, parents/guardians and other personnel.
- J. Making choices that can ultimately reduce or prevent exposure to blood-borne pathogens in the school setting.

APPENDIX A

DOCUMENTATION OF ANNUAL TRAINING

I acknowledge that I have received training and information regarding the following topics:

- Location of Exposure Control Plan
- Obtaining a copy of the Exposure Control Plan
- Epidemiology and transmission of blood-borne pathogens
- Recognizing activities with exposure potential
- Methods and practices to prevent or reduce exposure
- Engineering controls, work practice controls, and protective equipment
- Proper medical waste handling and disposal procedures
- Hepatitis B Vaccination
- Appropriate procedures for exposure incidents
- Appropriate reporting procedures
- Opportunities to have my questions answered by the instructor

Name of instructor conducting training _____

Qualifications of instructor conducting the training _____

NAME	JOB TITLE	TRAINING DATE	SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

HEPATITIS B VACCINATION CONSENT OR DECLINATION STATEMENT

I understand that due to occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given information on the Hepatitis B Vaccine, including information on its effectiveness, safety, method of administration, and the benefits of being vaccinated.

OPTION I

I will complete the Hepatitis B Vaccine series.

_____ Vaccine Manufacturer/Type

Vaccination 1: Date _____ Lot # _____ Site _____
Administered by: _____

Vaccination 2: Date _____ Lot # _____ Site _____
Administered by: _____

Vaccination 3: Date _____ Lot # _____ Site _____
Administered by: _____

OPTION 2

I have been given the opportunity to receive the Hepatitis B Vaccine. I decline the vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

I have been informed about Hepatitis B and the Vaccine and at this time I am choosing (initial):

_____ To complete the vaccination series (Option 1).

_____ To decline the vaccination at this time (Option 2). Please explain on the back of this form why you are choosing to decline the Hepatitis B Vaccination).

Employee Name (please print) _____ SSN _____

Employee Signature _____ Date _____

Witness: _____

(Note: Maintain this record for duration of employment PLUS 30 YEARS.)

1. Name (employee or student) _____
2. Social Security Number _____
3. Date of incident _____
4. Notification of parent/guardian (if student): YES__ NO__ Date _____ Time _____
Name and relationship of person notified _____
5. Description of individual's duties/activities during the exposure incident _____

6. The route of exposure was:
 - a. Needle stick with contaminated needle to (area of body involved) _____
 - b. Piercing of skin with contaminated sharp to (area of body involved) _____
 - c. Splashing/spraying of blood or other potentially infectious material to (area of body involved) _____
 - d. Other _____
7. Describe the circumstances under which the incident occurred _____

8. Name of the source individual, if known _____
9. Can repetition of the incident be reduced or minimized by instituting a new engineering or work practice control? YES _____ NO _____
10. If yes, describe the actions that should be taken in the future _____

11. Date this action was instituted and made part of the Exposure Control Plan _____

(Note: Maintain this record for duration of employment of attendance, PLUS 30 YEARS.)

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APPENDIX D

CONFIDENTIAL

**HEALTHCARE PROFESSIONAL'S WRITTEN OPINION
POST-EXPOSURE EVALUATION AND FOLLOW-UP**

Hepatitis B Vaccination is indicated for this employee: YES _____ NO _____

If yes, indicate if employee has previously received or is currently receiving vaccination series.

Dates Received (_____, _____, _____)

If vaccine declined by individual, indicate date _____

Enter date completed:

_____ Employee has been informed of the results of the post-exposure evaluation.

_____ Employee has been told about medical conditions, if any, resulting from the exposure incident which may require additional evaluation or treatment.

Employee's Signature

Employee's Name (printed)

Date

Signature of Physician

Physician's Name (printed)

Date

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APPENDIX E

EXPOSURE CONTROL PLAN

Name of School: Marengo County School System

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

Components of the Plan:

1. Exposure determination will be made by the principal and the school nurse.

2. Standard Precautions will be implemented, supported, and practiced by all administrators, staff and students.

All body fluids shall be considered potentially infectious.

- A. Supplies and facilities will be provided, maintained, and updated as needed to maintain a safe work environment.

- Hand washing facilities (running water, soap, paper towels, and/or hot air dryers) will be readily accessible to employees and students.
- Antiseptic hand cleaners will be provided when hand washing facilities are not available (field trips and school buses).
- Puncture proof, disposable, labeled containers will be used to dispose of needles, syringes, and sharps.
- Disposable, single-use gloves will be provided to all staff, regardless of their potential for exposure.

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- CPR mouth shields will be provided to designated CPR responders, as well as office staff and school nurse.
- Other personal, disposable, single-use protection equipment will be provided as required by specific tasks.
- Appropriate disinfectants, supplies, and equipment to clean surfaces and waste receptacles will be provided.
- Disposable, plastic liners will be provided for waste receptacles, including those placed inside bathroom stalls.

B. The following work practice behaviors will be required by the principal and practiced by all staff:

- All employees will immediately wash their hands after removal of disposable gloves or other personal protection equipment; after assisting with toileting of students, and before handling food.
- All employees will wash their hands and any other body surface with soap and water or flush mucus membranes with water as soon as possible when coming in direct contact with blood or other potentially hazardous materials.
- Protective equipment such as disposable gloves will be worn when handling any contaminated surface or body fluid and discarded after each use.
- Contaminated needles, lancets, and other sharps will not be recapped or bent.

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- All medical waste will be disposed of in compliance with the *Medical Waste Plan* (Appendix L).
- Plastic liners will not be reused in waste receptacles.
- Employees will immediately report all exposure incidents involving students to the principal or school nurse who will notify parents/guardian.
- Employees will report all exposure incidents occurring to self to the principal or school nurse within 24 hours.

3. Annual training will be provided for all school personnel to improve their knowledge and work practice controls regarding prevention and avoidance of exposure to blood-borne pathogens in the school environment.
4. Hepatitis B vaccine will be made available for all employees/staff determined to be at risk of occupational exposure.
5. Documentation of exposure incidents, training, Hepatitis B vaccinations, and Health Professional's Written Opinions will be recorded and stored according to state guidelines. Training records will be kept for a three-year period. Hepatitis B vaccination records and waivers, post-exposure incidents, and Health Professional's Written Opinions will be maintained 30 years post-employment.
6. Confidentiality will be strictly protected for those involved in exposure incidents.
7. The school Exposure Control Plan will be revised and updated at least annually by the principal and school nurse.

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APPENDIX F

INFORMATION SHEET: SAFE GLOVE USE

Hand washing is essential to prevention and is not replaced by the use of gloves. Gloves help prevent the transmission of germs from one person to another. Gloves may be worn to protect the wearer or they may be worn to protect others from the wearer. For example, gloves

may be worn to protect the wearer when assisting a person with a bloody nose. However, food preparers wearing gloves protect the public from the wearer.

If you wear contaminated gloves in public areas and touch things such as telephones, doors, drawer handles, or elevator buttons, you put everyone at risk for infection. Gloves do not provide total protection, since defects may occur. The combination of gloves, followed by good hand washing upon removal, offers the most complete protection.

1. To put on single-use disposable gloves:

- Check gloves for tears.
- Put gloves on so that they fit smoothly and are not too big or loose.
- Avoid excessive stretching of gloves.
- Inspect gloves once they are on to make sure there are no holes.

2. To remove gloves (the outside of used gloves should be considered a health hazard):

- Avoid contacting any bare skin with the outside surface of used gloves.
- Grasp the cuff area of one glove using other gloved hand.

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- Pull the glove off the hand, allowing it to turn inside out.
- Grasp and contain the removed glove within the palm of the gloved hand.
- Place the thumb of the ungloved hand underneath the cuff (between skin and glove) of the gloved hand, and remove it by pulling inside out, over the first glove.
- Both soiled glove surfaces are now contained inside the second glove.
- Discard gloves immediately in a biohazard bag or as recommended.

- After removing gloves, wash and dry hands thoroughly.
3. Gloves must be changed:
- Between each person touched.
 - When gloves are torn or develop a hole.
 - Upon completion of each task involving contamination with body fluids.

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APPENDIX G

INFORMATION SHEET: LATEX SENSITIVITY

National Institute of Occupational Safety and Health (NIOSH) Alert

Workers exposed to latex gloves and other products containing natural rubber latex may develop allergic reactions such as: skin rashes; hives; nasal, eye, or sinus symptoms; asthma;

difficulty breathing; and (rarely) shock {DHHS, (NIOSH) Publication No. 97-135 at <http://www.cdc.gov/niosh/latex.html>.

What Is Latex-Allergy?

It is an allergic reaction to products made from natural rubber latex (NRL). It should never be confused with the more common irritant-type reactions that are caused by direct injury to the skin, as from frequent hand washing with detergents. Latex products contain native or endogenous substances such as proteins as well as added processing chemicals. A person can be allergic to the proteins, the focus of this fact sheet, or the chemicals.

Who Is At Risk?

People who are genetically susceptible to latex allergy, just as some people are genetically susceptible to developing hay fever, bee stings, and peanut allergies, can become allergic after exposure to latex-containing products. People with a history of multiple allergies, such as hay fever, food allergy, asthma, and eczema also can develop latex allergy. Most people who

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encounter latex products only through their general use in society have no health problems from the use of these products. According to scientific literature, the major risk groups are:

- Children with spina bifida and other congenital (at-birth) abnormalities. It is thought that since these children undergo many medical procedures to correct their medical problems, they are exposed more frequently to products containing NRL. It is not yet known if other genetic factors related to their conditions predispose them to latex allergy.

- Workers who are genetically predisposed to latex allergy. To protect themselves from exposure to life-threatening blood-borne diseases, this group frequently uses and continuously changes NRL gloves as required by OSHA.
- People with conditions that require the frequent use of indwelling catheters or other rubber devices.
- People with a history of allergies such as rhinitis, asthma, or food allergies with a positive skin test.

In identifying those who are at higher risk to react to latex, consideration should be given to:

- Health history of allergies.
- Hives under gloves.
- Hand dermatitis related to gloves with dry cracking skin, sores, bumps, or itching.
- Allergic conjunctivitis after rubbing eye with recently degloved hand.
- Swelling around mouth after dental procedure or blowing up a balloon.

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- Vaginal burning after a pelvic exam or contact with a condom.
- History of occupational asthma where increased latex exposure may be the culprit.

If latex allergy is suspected, the individual should contact his/her physician for further medical evaluation.

SOME COMMON PRODUCTS CONTAINING LATEX

Medical Equipment and Supplies	Office Supplies	Household Items
Gloves	Rubber bands	Automobile tires
Blood pressure cuffs	Erasers	Balloons
Stethoscopes		Dishwashing gloves
Intravenous tubing		Expanding fabric (waistbands)
Syringes		Shoe soles
Goggles		Carpeting
Respirators		Motorcycle and bicycle grips

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APPENDIX H

SAMPLE LISTING OF EPA-APPROVED DISINFECTANTS

The following disinfectants may be used to provide adequate cleaning of surfaces possibly exposed to infectious agents:

Disinfectants (EPA-approved):

1. Sodium hypochlorite solution (household bleach)

- A. Dilution of bleach (5.25% NAOCL) prepared fresh for **use within 24 hrs**, 1/2 cup bleach, and 1 quart water or 1/4 cup bleach and 2-1/4 cups water. This solution has been recommended by CDC for cleaning blood/body fluid spills.
- B. Dilution of bleach (5.25% NAOCL) prepared fresh and **used for 1-30 days**. 1/2 cup bleach and 2 cups water or 1/4 cup bleach and 1 cup water.
- C. Keep stored in a closed, dated, and labeled light-resistant container.

NOTE: Clorox Clean-up* is an equivalent over-the-counter pre-mixed spray bleach solution.

- 2. Phenolic germicidal detergent in a 1 percent aqueous solution (e.g. Lysol*).
- 3. Iodophor germicidal detergent with 500ppm (parts per million) available iodine (e.g. Wescodyne*).
- 4. Sanitary absorbing agent (Chlora Sorb*, X-0 Odor Away*)
- 5. Quaternary ammonium germicidal detergent in 2 percent aqueous solution (e.g. Triquat*, Mytar*, Sage*, or Thor*).

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

APPENDIX I

GENERAL PROCEDURES FOR HANDLING BODY FLUIDS

1. Wear gloves before making contact with body fluids during personal care and cleaning procedures.
 - A. Discard gloves after a single use in accordance with disposal procedures.

- B. Wash hands with soap and water after handling fluids and contaminated articles, even though gloves were worn.
 - C. Discard contaminated items, including disposable gloves, paper towels, sanitary napkins/tampons, used bandages, and dressings in a plastic trash container with a plastic liner which is kept closed and is discarded daily.
2. Wash hands properly.
- A. Use soap and warm running water. Soap suspends easily removable soil and microorganisms allowing them to be washed off.
 - B. Rub hands together for approximately 10 seconds to work up a lather.
 - C. Scrub between fingers, knuckles, backs of hands, and nails.
 - D. Rinse hands under warm running water with hands pointing downward. Running water is necessary to wash away debris and dirt.
 - E. Use paper towels to dry hands thoroughly.
 - F. Turn off the faucet with a paper towel.
 - G. Discard paper towels.
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3. Use proper procedures and supplies to clean tables, floors, washable, and non-washable items.
- A. To Clean Tables and Desks:
 - (1) Use Lysol*, Clorox Cleanup*, or household bleach solution (1/2 cup bleach and 1 quart water) mixed daily.
 - (2) Rinse with water, if so directed on disinfectant label.
 - (3) Allow to air dry.

- (4) When bleach solution is used, handle carefully.
- (5) Gloves should be worn since the solution is irritating to skin.
- (6) Avoid applying bleach solutions to metal since it will corrode most metals.
- (7) Wash hands when finished.

B. To Clean Floors:

- (1) Use the bleach solution (1 cup bleach to 1/2 gallon water).
- (2) Use the two-bucket system - one bucket to wash the soiled surface and one bucket to rinse as follows:
 - a. In bucket #1, dip, wring, and mop up spill.
 - b. Dip, wring, and mop once more.
 - c. Dip and wring out mop in bucket #1.
 - d. Put mop into bucket #2 (rinse bucket) that has clean disinfectant (such as Lysol*, or bleach solution).
 - e. Mop or rinse area.
 - f. Return mop to bucket #1 to wring out. This keeps the rinse bucket clean for second spill in the area.
 - g. Soak mop in the disinfectant after use.
 - h. Place disposable cleaning equipment in a plastic bag as appropriate (possibly biohazard).
 - i. Rinse non-disposable cleaning equipment (dustpans, buckets, etc.) in disinfectant.

- j. Pour disinfecting solution down the drain.
- k. Remove gloves without contaminating self, and discard in appropriate receptacle (possibly biohazard).
- l. Wash hands.

C. To Clean Non-Washable Surfaces (Rugs or Upholstery):

- (1) Apply sanitary absorbing agent; let dry, then vacuum.
- (2) If necessary, use broom and dustpan to remove soiled materials.
- (3) Apply rug or upholstery shampoo as directed.
- (4) Re-vacuum according to directions on label.
- (5) If using a water extraction sanitizing carpet cleaner, follow the directions on the label.
- (6) Clean the dustpan and broom, if used. Rinse in disinfectant solution.
- (7) Allow surfaces to air dry.
- (8) Wash hands when finished.

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D. To Clean Soiled Washable Materials Such as Clothing and Towels:

- (1) Wash clothing soaked with body fluids separately from other items.
- (2) Rinse item under running water using gloved hands (being careful not to splatter blood or body fluids into eyes, nose or mouth).
- (3) Place items in plastic bag and seal until items are washed. Plastic bags containing soiled washable material must be clearly identified, if outside laundry service is used.

- (4) Wash hands when finished.
- (5) Wipe sink with paper towels, discard towel.
- (6) If material is bleachable, add 1/2 cup bleach to the wash cycle. Otherwise, add 1/2cup non-chlorine bleach (Clorox II*, Borateem*) to the wash cycle.
- (7) Discard plastic bag.
- (8) Wash hands. If disposable gloves were worn, remove properly and wash hands.

* Brand names are used as examples and are not endorsement of particular products.

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APPENDIX J

**SOME INFECTIOUS AGENTS CAUSING CONCERNS
IN THE SCHOOL ENVIRONMENT**

Source	Organism of Concern	Transmission Path

Blood Cuts/abrasions Nosebleeds Menses Contaminated needles or Sharps	Hepatitis B Virus HIV Herpes Virus	Bloodstream entry through cuts and broken skin: usually on hands.
Respiratory/Oral Secretions Nasal Saliva	Common Cold Mononucleosis Hepatitis B Virus Cytomegalovirus (CMV)	Oral entry from contaminated hands. Sharing of food and drinks, or toothbrushes; kissing. Mucous membrane contact.
Feces Incontinence	Salmonella Shigella Rotavirus Hepatitis A Virus	Oral entry from contaminated hands.
Urine Incontinence	Cytomegalovirus (CMV)	Oral entry from contaminated hands.

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APPENDIX K

GLOSSARY

Acquired Immunodeficiency Syndrome (AIDS): A syndrome caused by the Human Immunodeficiency Virus (HIV) which is transmitted by exchange of body fluids (notably blood and semen).

Anaphylactic shock: The term commonly used to denote the immediate, severe, and often life-threatening allergic reaction characterized by contraction of smooth muscles and dilation of capillaries due to pharmacologically active substances. Typically, in 1 to 15 minutes, the person feels uneasy, becomes agitated and flushed and complains of palpitations, throbbing in the ears, coughing, sneezing, severe itching, and difficulty breathing. The person may become incontinent, convulse, become unresponsive, and die.

Blood-borne pathogens: Disease-causing microorganism that may be present in human blood. Two pathogens of significance are Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). A number of blood-borne diseases other than HIV and HBV exist such as Hepatitis C, Hepatitis D, and syphilis.

CDC: Abbreviation for the federal agency, Centers for Disease Control and Prevention.

Contaminated: The presence or the presumed presence of blood or other potentially infectious materials on an item or surface.

Contaminated sharps: Any contaminated object that can penetrate the skin.

Disinfectant: Any chemical agent used chiefly to destroy or inhibit the growth of harmful organisms.

Engineering controls: Those controls that isolate, reduce or remove the blood-borne pathogen hazards from the workplace (e.g., hand washing sinks, antiseptic hand cleaners, disposal containers for sharps).

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Exposure incident: A specific eye, mouth, or other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials.

Mucous membrane: Any one of the four types of thin sheets of tissue that cover or line various parts of the body. An example would be the skin lining the nose and mouth.

Mucus: The clear secretions of the mucous membrane.

Occupational exposure: Potential risk of exposure of the skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

OPIM: Other Potential Infectious Materials.

Parenteral: Piercing mucous membranes or the skin barrier through such events as human bites, cuts, abrasions and needle sticks.

Personal protective equipment: Appropriate protective clothing and equipment worn by an employee to prevent blood or other potential infectious materials from soaking through onto street clothes, skin, or mucous membranes. The type and characteristic will depend upon the task and degree of exposure anticipated. The objective is to minimize the amount of time that blood or any potentially infectious materials remain in contact with a person.

Source individual: Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

Standard precautions: A comprehensive approach to infection control that treats all human blood and certain human body fluids as if known to be infectious for HIV, HBV, and other blood-borne pathogens.

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APPENDIX L

MEMORANDUM OF UNDERSTANDING
BETWEEN
MARENGO COUNTY HEALTH DEPARTMENT
AND

MARENGO COUNTY SCHOOL SYSTEM

The Marengo County Health Department agrees to accept and dispose of red bag and sharps waste generated by the Marengo County School System. The waste will be transported from the Marengo County Health Department by an Alabama Department of Environmental Management licensed handler to an appropriate licensed disposal facility. A copy of the Marengo County School System's Medical Waste Disposal Plan is attached to the Memorandum of Understanding. This contract will renew itself on the 1st of October of each year unless a 90 day written notice is given by either party prior to this date.

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MEDICAL WASTE MANAGEMENT PLAN

1. Types of medical waste generated:
 - A. Sharps - needles and syringes, lancets.
 - B. Blood and body fluids – any items saturated to the point of dripping liquids containing visible blood or blood components.

2. Segregation, packaging, and labeling:

All generated medical waste will be appropriately segregated, packaged, and labeled according to Alabama Department of Environmental Management's (ADEM) Division 13 Solid Waste Program, Chapter 335-13-7, Medical Waste. Bags and sharps containers will be labeled with special working ("Infectious", "Medical Waste", or "Bio-Hazards") and/or International Biological Hazard Symbol. Each bag/sharps container will be labeled when transported off-site with a "Generator Label" which is securely attached or permanently printed:

Marengo County School System

P. O. Box 480339

Linden, AL 36748

Date of packing waste in outermost container and transport to the Marengo County Health Department (MCHD).

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3. No on-site treatment procedures will be performed.

School will place all medical waste in designated bags/sharps containers and store in a designated area, which can be locked until time to transport.

4. Untreated medical waste will be transported as needed by the school nurse from the facility where generated to the "Red Bag Waste" holding area at the MCHD. Private vehicles will be utilized.

Contact person: School Nurse
Marengo County School System
P.O. Box 480339
Linden, AL 36748
(334) 295-4123

Untreated medical waste will be transported from the MCHD by a commercial transporter.

5. The storage facility will be the MCHD "Red Bag Waste" holding area which is locked at all times. Storage facility to be utilized off-site:

Contact person: Clinical Supervisor
Marengo County Health Department
303 Industrial Park
Linden, AL 36748
(334) 295-4205

6. Treatment and Disposal Facilities: (JGE) 41 of 45

Contact: American 3CI
2429 26th Street N.
Birmingham, AL 35234
1-800-382-8812
ADEM: TRTSO50896-3703

7. The frequency in which medical waste is removed from the generating site is as needed.

8. Employee training:

Steps that will be taken to minimize the exposure of employees to infectious agents will include:

- A. Orientation to importance of observing universal precautions to prevent contact with blood and other potentially infectious materials.
- B. Stressing the importance of hand washing:
 - (1) Immediately or as soon as possible, after removal of gloves or personal protective equipment.
 - (2) After hand contact with blood or other potentially infectious materials.
- C. Maintaining worksite in a clean and sanitary condition.
- D. Provision of personal protective equipment such as gloves.
- E. Proper handling and disposal of blood and blood contaminated materials and sharps.

Employee training will be provided by:

School Nurse

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Marengo County Board of Education

P.O. Box 480339

Linden, AL 36748

RESOURCES

1. A video, *Universal Precautions*, and resource booklets available for purchase (\$50.00) from Mobile County Schools (334) 690-8200.
2. Alabama HIV/AIDS Hotline

1-800-228-0469

3. State Department of Education

Coordinated School Health Program

Gay Allen Morgan

Gmorgan@sdenet.alsde.edu

Judy D. Ryals

Jryals@sdenet.alsde.edu

(334) 242-8199

1-888-725-9321

4. National Association of State Boards of Education

HIV and AIDS Education Project

(703) 684-4000

boards@nasbe.org

Someone at School has AIDS", a policy publication, (\$15.00 plus S&H)

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5. National Safety Council

1-800-832-0034

<http://www.jbpub.com/nsc/email:nsc@jbpub.com>

A publication, "*Blood-borne Pathogens*"

6. CDC Disease Information Hotline

1-888-232-3228

7. Latex allergy website address

<http://uhs.bsd.uchicago.edu/uhs/topics/latex.allergy.html>

8. American School Health Association

(330) 678-1601

<http://www.ashaweb.org>

9. OSHA Region IV Office

(404) 562-2300

10. Vaccine Providers:

SmithKline and Beecham

1-800-456-6670 or 1-800-366-8900

Merck Vaccine Division

1-800-NSC-MERCK

FILE: JGEA
Revised September 25, 2003

MEDICATION ASSISTANCE POLICY

The Marengo County Board of Education will follow the medication curriculum set forth by the Alabama Board of Nursing and the Alabama Board of Education as described in the Curriculum to Teach Unlicensed School Personnel How to Assist with Medication in the School Setting.

(Abolished, title changed, and replaced with one sentence)

ADMINISTRATION OF MEDICATION

INTRODUCTION

Many children with chronic illnesses and conditions are attending the Marengo County Schools, and may require medication administration during school hours. The school's goal in administering medication to students during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience. The following recommended guidelines provide school personnel, parents, guardians, students, and health professionals with the guidance necessary to provide safe and proper administration of medication in schools.

This document is divided into the following sections: Structure Criteria, Process Criteria, Outcome Criteria, and Recommended Forms.

NOTE: The authority for licensed or unlicensed personnel administering medication to a student must come from the prescriber, when applicable, and the parent/guardian. The school nurse (if available) may assist with administration of medications, but may not directly delegate this responsibility to unlicensed personnel (e.g., school personnel), pursuant to the Alabama Nurse Practice Act (section 34-21-1) and the "Guidelines for Delegation of Nursing Functions to Assistive Personnel" (1993).

Structure Criteria

1. Medication administration by school personnel should meet the following requirements:

A. A signed statement from a licensed physician that includes:

- Name of student.
- Name of the medication with dosage and route (oral, topical, etc.).
- Frequency and time of administration.
- Date of the order and the discontinuation date, if applicable.
- Any known drug allergies or reactions.

The signed physician statement is required at the beginning of each school year and/or before any medication is given at school. If the medication order is changed during the school year, a new signed physician statement is necessary (see Recommended Forms). *NOTE: For non-prescription drugs see non-prescription policy.*

B. Information regarding potential side effects, contraindications, and adverse reactions:

A list of potential side effects for medication taken over 30 days and a physician order for treatment for specific students in the event of an adverse reaction should be obtained. This information should be readily available to school personnel assigned to administer medication. A list of potential side effects for medications can be obtained from a pharmacist. Information regarding medication side effects and treatment orders should also be documented by the school nurse in the student health record, the individual health care plan (IHCP), and/or the individual emergency action plan as applicable.

C. Parent/Guardian Authorization

The parent/guardian must sign a consent form at the beginning of the school year and/or before any medication is given at school that authorizes school personnel to administer the medication during school hours. If the medication order is changed during the school year, a new signed consent form is required (see Recommended Forms).

D. Medication Labeling

For prescription medications, a pharmacy-labeled container is required which includes the student's name, physician's name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation when appropriate. If the medication is to be given at home and school, then the pharmacist should be asked to divide the medication so that a bottle can be kept at home and at school. When the medication to be given is a nonprescription medication, an original container of the drug identifying the medication and the entire manufacturer's labeling plus the student's name (written on the container) should be supplied by the parent/guardian.

E. Medication Storage

All medication should be stored in the original pharmacy or manufacturer's labeled containers in such a manner as to render them safe and effective. Medications must be stored in a securely locked, clean container or cabinet, unless the physician authorizes a different arrangement (e.g., asthma inhalers) for specific students. Medications requiring refrigeration should be refrigerated in a secure area. Public health standard states that medications should not be stored in food storage areas.

It is recommended that no more than a six-week, school day supply of the prescribed medication be stored at school. When the course of medication is completed, out of date, or at the end of the school year, the parent/guardian shall be advised to pick up any unused portion of medicine. The school nurse or other school personnel designated by the principal in the presence of a witness will destroy medications not picked up by the parent/guardian. Liquid or medicine to be administered through injection shall be discarded down the drain of a sink and flushed with water. All tablets, pills, and capsules shall be flushed down a toilet or dissolved in a sink drain. All other medications such as ointments will be disposed of in a trash receptacle and immediately discarded. Any discarded medication should be documented on the student's medication administration record.

F. Medication Administration and Documentation

The principal is to designate specific employees to administer medications. Medications for administration to students are to be provided by the parent/guardian. The first dose of a new medication or a change in dosage (increase or decrease) of a current medication should be given at home. Most drugs used to treat attention deficit hyperactive disorder (ADHD) are controlled substances and therefore require more attention to security measures. The parent/guardian or parent-designated responsible person (adult) should deliver all controlled substances (such as Ritalin) to the school nurse or other school employee as designated by the principal. Students must **not** deliver controlled

substances to the school due to the potential for abuse. As a protection to the Marengo County School System's personnel and students, two staff members should always count medications such as Ritalin upon delivery and periodically throughout administration. If it is unclear whether a medication is a controlled substance, the designated personnel should contact the physician or a local pharmacist for clarification. The record contains the student's name, name of medication with dosage, and the date and time of administration. Medication administration records should be signed with the full signature of the school nurse or the designated school personnel administering the prescribed medication. If the medication is given more than once by the same person, he/she may initial the record subsequent to signing a full signature. The attached sample forms will be used for recording the administration of medication during school hours. During the school year, all medication administration records shall be filed and placed in a locked, secured area. All medication records should be filed at the end of the school year and retained with other school medical records. Before the administration of any medication, the signed physician statement should be attached to the medication administration record. A copy of the physician's signed statement for the administration of medication should also be filed and documented on the student's school health record and/or individual health care plan (IHCP).

Students may self-administer prescription medication provided certain requirements are met. Self-administration means the student is able to consume, inject, instill, or apply prescription medication in the manner directed by the licensed physician, without additional assistance or direction. Self-administration of medication can only be permitted if the following requirements are met:

- A. The licensed physician indicates that self-administration of medication is permitted on the student's signed statement.
- B. The consent form signed by the student's parent/guardian indicates that the student may self-administer the medication.
- C. The school nurse is reasonably assured that the student is able to identify and select the appropriate medication, knows the frequency and purpose of the medication as ordered, and follows the school self-administration procedures (see Self-Administration of Medication Policy).
- D. The school nurse has assessed and documented the student's health status and abilities and determined self-administration to be safe and appropriate for that particular student.
- E. The school nurse has developed and implemented a plan to monitor the student's self-administration, based on the student's abilities and health status.
- F. The school nurse informs appropriate teachers and administrators that the student is self-administering a prescribed medication.

- G. The school nurse collaborates with school personnel, student, and/or parent/guardian to determine a safe place for storing the medication while providing for student accessibility when the medication is needed. The student that may be in need of emergency medication (e.g., Epi-Pen, asthma inhaler) may keep this prescribed medication "on person" (carried by the student).
- H. The school nurse evaluates the effectiveness of the plan and modifies as needed.

3. Emergencies Related to the Administration of Medication in School

- A. The Marengo County School System will utilize the local hospitals and/or local Emergency Medical Services (EMS) personnel to expedite a student's transfer to a hospital or health-care facility in cases where emergency medical services are needed (e.g., student having a serious adverse reaction to medication).
- B. Current emergency telephone number(s) should be available to permit school personnel to contact the parent or guardian in case of emergency.
- C. Emergency procedures covering on-campus and off-campus occurrences need to be established. An emergency action plan, including EMS transport authorization by parent/guardian, is advised for students with known life-threatening conditions. (e.g., anaphylactic reaction, asthma, cardiac disorders, diabetes, seizures, hemophilia). These students need to be identified so appropriate action will be taken in case of emergency during activities on or off campus. Such plans and procedures can be addressed and incorporated in each school's crisis management plan. For example, the ready availability of an emergency injection medication such as epinephrine (e.g., EpiPens) is needed for some students in the event of severe allergic reactions (e.g., bee stings).

- D. EMS will be called for each student requiring emergency procedures and/or emergency injections. The decision to transport to a medical facility or to provide other emergency care will be made at the time of EMS arrival by EMS personnel in collaboration with EMS medical control (physician); the school principal and the school nurse if available. This decision should also be based on the individual health care plan (IHCP) developed earlier by the parent/guardian, physician, student, school nurse, and other appropriate school personnel.
- E. Attempts should be made to notify parents and the principal at the same time EMS is called and/or the student receives the emergency medication.
- F. In all cases where feasible and where the attending physician so advises, the student should be trained by his/her physician and/or school nurse to give his/her own emergency injection with school personnel acting as back-up for the procedures.
- G. A written *Unusual Occurrence Report (Incident Report)* should be completed immediately following an incident. These reports should be filed and reviewed at least annually in an effort to revise policies and procedures in order to reduce unnecessary risk (see Recommended Forms).
- H. In-service which provides “hands-on” training of the procedures to use in case of emergency should be provided at least annually for school personnel by the registered school nurse and other appropriate local personnel (e.g., physicians, EMS).

4. Medication Errors

A. As soon as an incorrect dosage in medication administration is recognized, the school nurse or other personnel designated to administer medications should initiate the following steps:

- (1) Closely supervise and observe the student in the health room, office, or other designated place. If the student is in class when the error is determined, have the student accompanied to the health room or office.
- (2) Assess the student's status. Note if any of the following are present:
 - Difficulty with breathing.
 - Change in skin color.
 - Swelling around eyes, face, and/or throat.
 - Skin rash.
 - Change in mental alertness.
 - Slurred speech.
 - Sick at stomach or vomiting.
 - Dizziness.
 - Abdominal pain.
 - Any unusual complaints.
- (3) Identify the incorrect dose, time, and name of medication taken by the student.
- (4) Immediately notify principal of the error.

- (5) Contact the Alabama Poison Control Center at 1-800-462-0800 and provide the following information:

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- Name, dose, and time of the medication taken in error.
 - Age and approximate weight of student.
 - Name(s), dose(s), and time of last dose of other known medication being taken by the student.
- (6) Follow the instructions provided by the Poison Control Center if at all possible. If unable to complete their directions, explain the problems to the Poison Control Center to determine if the student should be transported for emergency medical care.
- (7) Notify student's parent/guardian and physician. Do not delay initiating further action if unable to reach the parent/guardian.
- (8) *An Unusual Occurrence Report* shall be submitted within 48 hours to the school nurse (see Recommended Forms).

The following information should be documented:

- Student's name.
- Parent's/guardian's name and telephone number.
- Specific statement regarding the medication error.
- Persons notified.
- Poison Control Center instructions or physician's instructions.
- Actions taken.
- Condition of student.

The school nurse should also file a copy of the *Unusual Occurrence Report* in the student's health record.

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B. When an omission of medication administration is recognized, the registered school nurse or other personnel designated to administer medications should initiate the following steps:

- (1) Identify the student who missed the dose of medication.
- (2) Notify the principal or designee and contact the parent/guardian.
- (3) Contact the registered school nurse. The registered school nurse should use her/his professional judgment to determine whether the remainder of the dose should be omitted, administered, or whether physician contact is appropriate. If the school nurse is not available, the principal in consultation with the parent/guardian should make the decision.
- (4) Permanently record all circumstances and actions taken on the student's health record.
- (5) *An Unusual Occurrence Report* should be completed and filled in the student's medical record by the school nurse.

5. Staff Training

Designated school personnel should receive in-service training from a registered school nurse prior to providing assistance with medication administration. The in-service should be repeated annually and cover at a minimum the following areas:

- A. Legal requirements and the Marengo County Board of Education policies.
- B. Methods of administration oral, injection, inhaler, ointments, eye drops, or eardrops. Liquid medication should be measured in disposable, calibrated

measuring cups rather than teaspoons or tablespoons. School personnel administering medication should make certain that oral medications have been

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swallowed/ingested in their presence. Injections required during the school day should be administered by a licensed nurse unless the student is able and authorized to self-administer his/her own injection by the parent/guardian and physician. Emergency injections such as EpiPens are designed for administration by non-medical personnel and encouraged to be administered by the student or unlicensed school employee with the written consent of the parent/guardian and physician. Such medications are prescribed for children with severe allergic conditions and must be used immediately in order to be effective in preventing anaphylaxis (a life-threatening, rapid onset allergic reaction). No unlicensed school employee such as teachers or aides shall administer any other injections at school.

- C. Contraindications. Medications should not be administered to a student who is vomiting or has vomited. If there is any discrepancy that might be injurious to the student, the individual administering the medication should refuse to administer the medication until clarification is received. The appropriate person will be contacted (parent/guardian, physician, pharmacist, registered school nurse, etc.) to obtain clarification. If still in doubt, the parent/guardian should be notified immediately that no medication will be given.
- D. Proper handling and storage.
- E. Possible signs and symptoms of adverse effects, omission, or overdose.
- F. Documentation and administration.

G. Coverage for prescription medication administration during field trips and other school events.

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H. Emergency procedures including preparation for routine bus transportation, field trips, and other school events.

Process Criteria

The registered nurse will:

1. Review periodically, the implementation of the medication policy in the school and monitor the documentation of medication administration.
2. Provide and document in-service training for school personnel designated by the principal to administer medication.
3. Consult with parents/guardians and physicians to design a plan for emergencies that may result from administration of medication and counsel with school personnel regarding the plan as appropriate. The plan should include possible side effects of the medication as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.
4. Develop an individual health care plan (IHCP) and health record for all students requiring long-term medications or having other special health care needs. A copy of the physician and parent-signed statements for medication administration should be filed with the student health record.
5. Enhance student's knowledge about his/her health status and the medication(s) used to manage the health problem.

The school nurse or unlicensed school personnel (designated by the principal) will:

1. Ascertain that the policy requirements for the administration of medication at school have been met.
2. Administer medication in a safe setting, i.e., an area that is free of disruptions and distractions.
3. Obtain proper identification from the student. This can be done by verbal means.
Ex.: Asking the child his name and repeating it back to him/her.
4. Check licensed physician's statement against medication label. (If there is a discrepancy, medication should not be given.)
5. Administer prescribed medication as directed by the licensed physician.
6. Record date, time, dosage, and signature (initials) on the medication record each time medication is given.

Outcome Criteria

1. The administration of medication during the school day enables the student to remain in school, to maintain or improve health status, and to improve potential for learning.
2. The student will receive medication as prescribed by a licensed physician.
3. The student will demonstrate knowledge of the principle of self-care and responsibility through appropriate self-medication procedures.

Statement on the Use of Epinephrine (e.g., EpiPen):

Anaphylaxis is a life-threatening, rapid onset allergic reaction occurring in some students with severe allergies. Children who have known episodes of anaphylaxis often are prescribed injectable epinephrine in the event of an anaphylactic reaction. Since this medication must be used immediately in order to be effective and the allergic reaction can cause death within minutes, this statement delineates the recommended guidelines regarding these medications.

1. Epinephrine shall be in the form of pre-measured, auto-injectable syringes prescribed for each student individually by his/her physician.
2. The parent/guardian must supply the medication and is responsible for making certain that the medication is in-date and that the prescription is current.
3. Written permission to administer the medication from the parent/guardian and written orders from the physician should be congruent with the aforementioned medication guidelines.
4. The school nurse, if available, will administer the injection. However, since this reaction may occur when a school nurse is not in attendance (e.g., bee stings on outdoor field trips, during physical education classes, or recess), it is essential that the school nurse review the use of auto-injectors with designated personnel. Auto-injectors are designed for use by non-medical personnel. Students with a history of anaphylaxis should have ready access to epinephrine. Preferably the student carries it.
5. Immediately after administering the medication, the school nurse or school personnel designated by the principal should:

- Activate as a medical emergency (911).
- Notify the parent/guardian and the principal.

Self Administration of Medication

The student may self administer medication if the following criteria are met:

1. The licensed physician indicates that self-administration of medication is permitted on the student's signed statement.
2. The consent form signed by the student's parent/guardian indicates that the student may self-administer the medication.
3. The school nurse is reasonably assured that the student is able to identify and select the appropriate medication, knows the frequency and purpose of the medication as ordered, and follows the school self administration procedure.
4. The school nurse has assessed and documented the student's health status and abilities and determined self-administration to be safe and appropriate for that particular student.

Medication to Be Self-Administered Must be Handled as All Other Medications at School

1. If the medication is an emergency medication (e.g., EpiPen, asthma inhalers), the student shall carry it at all times.
2. If the medication to be self-administered is not an emergency medication, it should be locked in a secure area with all other medications.
3. When it is time for the student's medication he/she shall report to the designated person that administers medication and obtain the medication.
4. The student shall administer his/her medication and return the medication to the appropriate personnel and return to class.

5. The student shall dispose of any assistive supplies following the self-administration of medication.

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6. The self-administering of medication shall be documented by the designated person or school nurse on the student's medical record.

Non-Prescription Drugs at School

1. Students shall be discouraged from taking any non-prescription drugs while at school.
2. All non-prescription drugs ordered by a physician shall be treated as a prescribed drug and must have a licensed physician signed statement and parental consent signature to be administered at school.
3. All non-prescription drugs to be given at school by request of parent/guardian shall be sent to school in its original container.
4. This container must be labeled with the student's name.
5. A signed note from the parent/guardian shall accompany the medication stating the reason the student is taking the medication, the time, amount to be given and the date of discontinuation.
6. The designated personnel (assigned by the principal) shall administer all non-prescription medications.
7. The administration of non-prescription medication shall be documented by the designated personnel on the student's medication record.
8. The medication record shall be filed in the student's medical record.
9. School staff, other than the school nurse shall not administer non-prescription medication to students (when students request medication).

10. The school nurse may only administer non-prescription medications with parental consent. This administration is only after a thorough examination of the student, his/her complaint, and a review of the student's medical history record.

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LOCAL SCHOOL IN-SERVICE REPORTING FORM

School: _____ In-Service Date: _____

In-Service Title: Medication Administration Training

Objective(s): After completing this in-service the participant will be able to demonstrate the proper technique for giving medications (oral, ear, eye or nose drops), describe the steps in identifying the student, checking the medicine against the written instructions, and then giving the medicine, state the proper way to document medicines, state the procedure to follow in the event of medication error.

Activities: Review of forms and policy, teach the proper way of dispensing different medications.

Workshop Site: _____

Clientele: _____ Number of Participants: _____
(Example: All Faculty, Home Ec. Teachers, Substitutes. Etc.)

Speaker(s): _____

Consultant(s): _____

IN-SERVICE COORDINATOR

Date of This Report: _____

PRINCIPAL

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ADMINISTRATION OF MEDICATIONS

**SCHOOL PLAN FOR ADMINISTRATION
OF MEDICATIONS**

SCHOOL: _____

For the _____ school year, the following are designated to administer medications to students:

1. _____
2. _____
3. _____
4. _____
5. _____

Signed: _____
Principal

--	--

SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION

STUDENT INFORMATION	
Student's Name _____	_____
School _____	Grade _____ Teacher _____ School Year _____
List any drug allergies/reactions _____	

PRESCRIBER AUTHORIZATION	
Name of Medication _____	Reason for Taking _____
Dosage _____	Route _____ Frequency/Time(s) to be Given _____
Start Administration of Medication Beginning _____	
Discontinue Medication _____	
Special Instructions:	
• Does medication require refrigeration?	Yes _____ No _____
• Is the medication a controlled substance?	Yes _____ No _____
• Is self-medication permitted and recommended for this student?	Yes _____ No _____
• If asthma inhaler or emergency medication, do you recommend this Medication be kept "on person" by the student?	Yes _____ No _____
Potential side effects/contraindications/adverse reactions _____	
Treatment order in the event of an adverse reaction: (attach additional sheet or use the back of this form if necessary) _____	

Signature of Prescriber _____	Date _____ Phone _____

PARENT AUTHORIZATION	
I authorize school personnel to assist my child in taking the above medication. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. Medication should be registered with the principal, his/her designee, or the school nurse. It should be in the original container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration, and the date of drug's expiration when appropriate.	

Signature of Parent or Guardian _____	Date _____ Phone _____

--

I authorize and recommend self-medication by my child for the above medication.

 Signature of Parent or Guardian Date
 If any questions or problems arise, call me at: _____

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MEDICATION CHART

For School Use Only

School _____ Month/Year _____
 Student's Name _____ Grade _____ Homeroom _____
 Name of Medication _____
 Time(s) and Amount to be given: _____
 If more than one medication is to be given, place the name and dose of the medicine above the charting place provided.
 Special Instructions _____
 Medication Allergies _____

Medicine and Dose _____				Medicine and Dose _____			
Date	Time	Dosage	Initials	Date	Time	Dosage	Initials

Medication Sent to School

Date Amount Checked in by _____ _____ Name & Initial _____	Date Amount Checked in by _____ _____ Name & Initial _____
---	---

Name & Initial _____
Name & Initial _____
Name & Initial _____

Name & Initial _____
Name & Initial _____
Name & Initial _____

(Form SS 417-C)

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FIELD TRIP MEDICATION FORM

School _____ Date of field trip _____

Name of Teacher _____ Grade _____

Time leaving school _____ Time returning _____

Date received by designated medication administer _____

Administration of Medications for Field Trips Procedure

1. Medication shall be administered following the adopted Marengo County School System Policy and Procedure.
2. The teacher shall notify the designated medication administer and school nurse of a scheduled field trip two-weeks in advance by using this form.
3. The teachers who will be administering the medications will receive in-service training by the school nurse regarding appropriate procedure.
4. The designated medications administer or school nurse shall prepare the dose(s) of medication to be taken on the field trip. - Each student shall have a baggy with the student's name, name of the medication, dosage and time clearly labeled on the baggy. A copy of the student's medication record will be made to take on the field trip.
5. The teacher will pick up the field trip medication and records from the designated medication administer or school nurse. It is the responsibility of the teacher to keep the medication secure on their person.
6. The teacher will document the time and initial the appropriate area on the copy of the medication record. Initials are to be identified by their signature on the bottom of the medication form.

7. Upon return from the field trip, the field trip medication file and any medication not given must be returned by the teacher and checked in with the designated medication administrator, principal, or school nurse.
8. The field trip medication file will be kept in the child's medical record in the health room files.

UNUSUAL OCCURENCE REPORT

Date _____ Time _____

Student's Name _____ Grade _____

Address _____
Street City State Zip

Parent/Guardian's Name _____ Phone _____

Physician's Name _____ Phone _____

Description of Unusual Occurrence _____

Persons Notified _____

Instructions and Actions Taken _____

Condition of Student _____

FILE: JGEB
Adopted: Sept. 24, 2009
Revised: Jan. 28, 2016
Revised: May 20, 2019

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY

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

SYSTEM OWNER: BOARD/HEALTH NURSE

The responsibilities are:

- A. Coordinate training for emergency responders.
- B. Coordinate equipment and accessory maintenance.
- C. Revise policy as required.
- D. Monitor the effectiveness of this system.
- E. Maintenance of appropriate records.

AUTHORIZED AED USERS

Each school's principal and nurse will decide on select persons to be trained in AED use. This may include any school staff member or volunteer responder who has successfully completed an approved CPR+ AED training program and holds a current course completion card.

TRAINED SCHOOL STAFF RESPONSIBILITIES

The responsibilities of the trained school staff are:

- A. Activate the internal emergency response system and provide prompt basic life support including AED and first aid according to training and experience.
- B. Understand and comply with the requirement of this policy.

VOLUNTEER RESPONDER RESPONSIBILITIES

Anyone, at their discretion, can provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent that they are comfortable. The emergency medical response of these individuals may include CPR, AED and/or First Aid.

OFFICE PERSONNEL RESPONSIBILITIES

The responsibilities of the office personnel are:

- A. Receive emergency calls from internal locations.
- B. Contact the external community 911 response team (EMS) if required.
- C. Deploy trained staff members to the location of the emergency.

- D. Assign school staff members to meet the responding EMS vehicle to direct EMS personnel to the site of the medical emergency.

EQUIPMENT STANDING ORDERS

The AED will be brought to all medical emergencies. The AED should be used on any person who displays symptoms of cardiac arrest. Appropriate AED pads should be used for the age and weight of the victim. The AED machine should be used when the following symptoms have been confirmed:

- Victim is unconscious.
- Victim is not breathing.
- Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing, or movement.

LOCATIONS AND TYPES OF THE AED MACHINES

- A. Phillips HeartStart at Sweet Water High School – Nurse’s office AED Alarmed Wall Box.
- B. Philips HeartStart at Amelia Love Johnson High School – Main office under counter.
- C. Philips HeartStart at Marengo High School – Coach’s office.
- D. Philips HeartStart at Marengo High School –Nurse’s office.
- E. Phillips HeartStart at Sweet Water High School – Coach’s office file cabinet in the gym locker room.
- F. Phillips HeartStart at Amelia Love Johnson High School – Football Field Coach’s office Alarmed Wall Box.

Each AED will have one set of adult defibrillation electrodes connected to the device and one set of child electrodes available. One resuscitation kit will be connected to the handle of the AED. This kit contains two pair of latex-free gloves, one razor, one set of trauma shears, and one facemask barrier device.

INITIAL TRAINING

A. School Staff Members:

Staff members appointed by the principal and school nurse of each school must complete training adequate to provide basic First Aid, CPR, and AED. Training will be provided on site. Staff members will also be trained in universal precautions against blood-borne pathogens. The school nurse shall maintain all training records for staff members.

B. Volunteer Responders:

These responders will possess various amounts of training in emergency medical response and their training may be supplied by sources outside of the system. Volunteer responders can assist in emergencies, but must only participate to the extent allowed by their training and experience. Volunteer responders may have training adequate to administer first aid, CPR, and use the AEDs deployed throughout the campus. Any volunteer wishing to potentially use one of the AEDs deployed on the campus should have successfully completed an approved AED course including CPR within the last year.

C. Refresher Training:

Volunteer responders should obtain documented renewal training as recommended by their CPR licensing provider. Volunteer responders are encouraged to periodically refresh their AED skills.

MEDICAL RESPONSE DOCUMENTATION

A. Post Event Documentation (it is important to document each use of the AED):

A responding school staff member shall complete a medical event form whenever an AED is used. Any and all patient information generated during AED use must be collected into the patient's confidential medical file. A copy of the AED use information form shall be presented to the program coordinator and the EMS county AED program coordinator within 72 hours of the emergency.

B. Equipment Maintenance:

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

1. The office personnel shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn from service, the office personnel shall be informed and then notified when equipment is returned to service.
2. The health service coordinator shall be responsible for informing trained staff of changes in availability of emergency medical equipment.

3. The health service coordinator shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment procedures as outlined in the operating instructions.
4. Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedure.

C. Annual System Assessment:

Once each calendar year, the Marengo County School System health service coordinator shall conduct and document a system readiness review. This review shall include review of the following elements:

1. Training records
2. Equipment operation and maintenance records

D. Monthly System Check:

Once each calendar month, the local nurse for each school shall conduct and document a system check. These records shall be retained according to the schedule established for the health and safety function. This check shall include review of the following elements:

1. Emergency kit supplies
2. AED battery life
3. AED operation and status

E. Post Event Review:

Following each deployment of the AED system, a review shall be conducted to learn from the experience. The health service coordinator 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. The health service coordinator shall maintain a copy of the post event review summary.

GOOD SAMARITAN LAW

The requirements of these guidelines do not apply to an individual using an AED in an emergency setting if that individual is acting as a Good Samaritan pursuant to Section 6-5-332 of the Code of Alabama, 1975. Nothing in these procedures is intended to eliminate, restrict, or otherwise limit the immunity from civil liability provided by law to those who render emergency assistance or care.

MARENGO COUNTY SCHOOL SYSTEM

EVENT SUMMARY FORM FOR DEFIBRILLATOR USE

Location of event: _____

Date of Event: _____ Time of Event: _____

PER Coordinator: _____

Victim's Name: _____

Was the event witnessed or non-witnessed? Witnessed _____ Non-witnessed _____

Name of trained rescuer (s): _____

Internal response activated? Yes _____ No _____

Was 911 called? Yes _____ No _____

Was pulse taken at initial assessment? Yes _____ No _____

Was CPR given before the AED arrived? Yes _____ No _____

 If yes, name(s) of CPR rescuer(s): _____

Were shocks given? Yes _____ No _____

 If yes, number of shocks: _____

Did victim regain a pulse? Yes _____ No _____

Did victim resume breathing? Yes _____ No _____

Did victim regain consciousness? Yes _____ No _____

Was victim cared for transferred to the local EMS agency?

 Yes _____ No _____

 If no, please explain: _____

Any problems encountered? Yes _____ No _____

 If yes, please explain: _____

Was parent notified? Yes _____ No _____

Was principal notified? Yes _____ No _____

Name of person completing form: _____

MARENGO COUNTY BOARD OF EDUCATION

PROCEDURE FOR ACTIVATION OF THE INTERNAL RESPONSE

- A. Employee (coaches, teachers, staff, nurses) will notify the office immediately of emergency situation.
- B. Call 911.
- C. The school office and EMS will need to know:
 - 1. What is the problem?
 - 2. Is the person breathing and do they show signs of circulation (have a pulse, coughing, or movement)?
 - 3. In what area is the victim located?
 - 4. What is being done for the person now? Is anyone performing CPR?
- D. The office will notify the principal that a possible cardiac arrest has occurred and that the defibrillator is needed at the location of the person in need.
- E. If extra personnel are available, post them at the entrance to guide the EMS to the event location.

PANDEMIC FLU PLAN

WHAT IS THE FLU?

Flu, also called influenza, is a contagious respiratory disease. Usually influenza viruses are spread in droplets of coughs and sneezes. Flu symptoms are: fever, body aches, headache, runny nose, cough, stomach and intestinal discomfort, extreme tiredness, and sore throat. Seasonal flu differs from Pandemic Flu.

SEASONAL FLU

Seasonal flu occurs every year, usually in winter. For most people, it is unpleasant, but not life-threatening. It affects about 10% of the population. An annual vaccination is available for those at risk of serious illness.

PANDEMIC FLU

An influenza pandemic occurs when a new influenza virus appears against which the human population has no immunity, resulting in several, and simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications, as well as urbanization and overcrowded conditions, epidemics due to the new influenza virus are likely to take hold around the world. Pandemic flu:

- A. Occurs rarely (three times in the 20th century).
- B. Caused at least 500,000 deaths in the United States and up to 50 million worldwide during the 1918 influenza pandemic
- C. Caused at least 70,000 deaths in the United States and 1 to 2 million worldwide during the 1957 influenza pandemic
- D. Caused about 34,000 deaths in the United States and 700,000 deaths worldwide during the 1968 influenza pandemic.
- E. Could be a more serious infection for everyone.
- F. May affect around 25% of the population.
- G. Vaccine would not be available in the early stages of the pandemic.

THE CHARACTERISTICS AND CHALLENGES IN A PANDEMIC

- A. There will be rapid worldwide spread.
 - 1. When a pandemic influenza virus emerges, its global spread is considered inevitable.
 - 2. Preparedness activities should assume that the entire world population would be susceptible.
 - 3. Countries might, through measures such as border closures and travel restrictions, delay arrival of the virus, but cannot stop it.
- B. Healthcare systems will be overloaded.
 - 1. Most people have little or no immunity to a pandemic virus. Infection and illness rates soar. A substantial percentage of the world's population will require some form of medical care.

2. Nations are unlikely to have the staff, facilities, equipment, and hospital beds needed to cope with large numbers of people who suddenly fall ill.
 3. Death rates are high, largely determined by four factors.
 - a. The number of people who become infected.
 - b. The intensity of the virus.
 - c. The underlying characteristics and vulnerability of the affected populations.
 - d. The effectiveness of preventive measures.
- C. Medical supplies will be inadequate.
1. The need for vaccine is likely to outnumber supply.
 2. The need for antiviral drugs is also likely to be inadequate early in the pandemic.
 3. A pandemic can create a shortage of hospital beds, ventilators, and other supplies. Non-traditional sites, such as schools and churches, may be used as medical care sites to cope with demand.
 4. Difficult decisions will need to be made regarding who will receive antiviral drugs and vaccines.
- D. There will be economic and social disruption.
1. Travel bans, closing of schools and businesses, and cancellations of events could have major impact on communities and citizens.
 2. Care for sick family members and fear of exposure can result in significant employee absenteeism.

PREPARING FOR AN INFLUENZA PANDEMIC

Contingency planning for an event sometime in the future is often difficult to justify, particularly in the face of limited resources and more urgent problems and priorities. However, there are two main reasons to invest in pandemic preparedness. First is preparation will mitigate the direct medical and economic effects of a pandemic, by ensuring that adequate measures will be taken and implemented before pandemic occurs. Second, preparation for the next influenza pandemic will provide benefits now, as improvements in infrastructure can have immediate and lasting benefits, and can also mitigate the effect of other epidemics or infectious disease threats.

A major component of pandemic preparedness is to strengthen the capacity to respond to yearly epidemics of influenza. A surveillance network for human and animal influenza and a targeted influenza vaccine program are the cornerstones of a national influenza policy.

The basis of every national pandemic preparedness plan should be ensuring an adequate system for alert, response, and disaster management. Depending on the available resources, more specific preparations can be made, such as developing specific contingency plans, stockpiling of antiviral medications, strengthening risk communications, investing in pandemic vaccine research, and promoting domestic production of influenza vaccines.

The World Health Organization (WHO) has developed a global influenza preparedness plan, which defines the responsibilities of WHO and national authorities in case of an influenza pandemic. This plan incorporates new scientific data and experience obtained during recent outbreaks that had pandemic potential. WHO also offers guidance tools and training to assist in the development of national pandemic preparedness plans.

The Centers for Disease Control and Prevention (CDC) has developed information for families, schools, and businesses on pandemic preparedness. This information includes checklists of important supplies suggested to have on hand prior to any pandemic event.

MITIGATION AND PREVENTION

Communications:

Communicable disease prevention information will be disseminated to faculty, staff, students, and parents through health education and in-service presentations, informational flyers, and Alabama Department of Public Health publications. Pandemic training and health education presentations for faculty and staff will be provided by system school nurses. Announcements and plans from the Marengo County Schools and plans for the system's response if the pandemic should affect our schools will be based on national, state, and local government, health and education authorities' recommendations.

Public Notification:

Marengo County School System's website: <http://marengocounty.schoolinsites.com/>

STI Phone Master (where available) phone messages to each student's home phone

School Newsletters

Local radio and TV announcements

Local newspapers/news releases

Letters to parents

Staff Notification:

Marengo County School System's website: <http://marengocounty.schoolinsites.com/>

System all-staff group email messages

Cell phone/2-way LINC talk group announcements (where available)

STI Phone Master (where available) phone messages directed to staff

Local radio and TV announcements

Action Steps Checklist:

- _____ The Marengo County School System will continue to routinely monitor and continue planning the preparedness activities of the school system. Designated staff members will continue to participate in community and state-level pandemic planning activities as scheduled.

- _____ Posters and flyers illustrating proper procedures for “covering you cough” and proper hand washing technique sent to all buildings to be posted in highly visible areas.

- _____ Reminders to always wash hands before eating placed in staff areas and lunchroom to remind teachers to provide hand washing opportunities to students.

- _____ District website homepage linked to *Pandemic Information* page with general pandemic information, list of school system information resources, CDC information and ADHP information.

- _____ “Pandemic Flu Planning List for Individuals and Families” sent home with each student.

- _____ Articles will be placed in newsletter and in school media broadcasts regarding signs and symptoms of flu and communicable disease prevention techniques such as hand washing, covering your cough with a tissue, coughing into arms/sleeve, and staying home when sick.

- _____ Principals and supervisors will discuss health habits during staff meetings and in staff bulletins. Healthy habits include frequent and proper hand washing, covering your cough with a tissue, coughing into arm/sleeve, and staying home when sick.

- _____ School nurses will have information available to distribute to faculty, staff, students, and parents on pandemic flu and healthy habits as requested.

- _____ School nurses will provide pandemic flu training and in-service presentations for faculty and staff and will provide guidance and grade level-appropriate educational materials and resources to teachers regarding healthy habits and pandemic flu lessons for students.

PREPAREDNESS

The Superintendent will make the determination and/or announcement to close schools in cooperation with local, state, and national government officials. The school system will support the decision-making process by participating in flu surveillance and reporting of student and employee absenteeism according to state and local health officials' procedures.

Action Steps/Procedures for the Schools Up Until the Time of Closure:

- _____ School nurses will continue to post flyers and posters as reminders of healthy habits during late fall and early winter months. Updates and information will continue to be posted on the school district's website and schools will be encouraged to post reminders in school newsletters.

- _____ Schools will adequately stock latex-free gloves along with surgical masks and appropriate cleaning supplies.

- _____ Faculty and staff will be reminded to continue to follow the district and local school building safety plans and the line of authority as outlined in the safety plans.

- _____ Information will be sent out to all staff reminding them of flu symptoms and how to identify ill students and staff.

- _____ Superintendent, principals, and school nurses will identify staff, which due to health conditions such as pregnancy or immune-compromised status, may not be present at school once the flu has been identified.

- _____ Principals and supervisors will remind employees to update emergency contact information.

- _____ Custodial staff will be reminded to follow the Infection Control Plan and appropriate cleaning procedures/checklists. Personal protective equipment and cleaning supplies will continue to be provided to custodial staff.

RESPONSE

Action Steps Checklist:

- _____ Students exhibiting flu symptoms will be kept in a separate location from other health room users. Parents or emergency contacts will be called to pick up the student immediately.

- _____ School nurses will keep a record of students and staff exhibiting flu symptoms and that are sent home. Flu symptoms are: fever, body aches, headache, runny nose, cough, stomach and intestinal discomfort, extreme tiredness, and sore throat. School nurses will report all cases of flu symptoms to the principal and lead school nurse.

- _____ Parents will be asked to report incidences of the flu when reporting absences for their children.

- _____ Updates will be given to staff on a regular basis regarding the extent of infection at the schools and potential changes that may take place. This update will be provided by principal or his/her designee.

- _____ Marengo County Schools will provide information and updates to parents on prevention procedures and information as to the school's status (open, closed, and if closed when school will resume), using the existing and aforementioned public notification procedures and resources.

- _____ In the event of school closing, teachers will update daily assignments on their webpage on the school's website, and on STI Home.

- _____ In the event of Pandemic Influenza, all facilities and all extra-curricular activities and scheduled athletic events will be closed or cancelled on a system-wide, if not state-wide basis.

RECOVERY

Action Steps Checklist:

- _____ Counseling services will be provided, if necessary, for students and staff. Counselors will have materials available to assist students and staff coping with grief and stress.
- _____ School nurses will continue to monitor flu-like symptoms and report them to the principal and lead school nurse.
- _____ The lead nurse will continue to collect system-wide data regarding flu-like symptoms and report them to the appropriate local health officials.
- _____ School nurses will monitor for the cumulative effects of stress on caregivers such as principals, central office staff, counselors, fellow nurse co-workers, and other crisis team responders.
- _____ De-briefing meetings will be held by the Pandemic Flu Committee to document lessons learned and incorporate them into revisions to this plan and future trainings.

ANAPHYLAXIS PREPAREDNESS PROGRAM POLICY

The Marengo County School System recognizes the growing concern with severe life-threatening allergic reactions, especially with regard to food items. Other common causes of anaphylaxis include allergies to latex, medications, and insect stings.

PATHOPHYSIOLOGY AND TREATMENT

Anaphylaxis can affect almost any part of the body and cause various symptoms. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, which are potentially fatal.

Medications used for treatment include Epinephrine and Antihistamines. Treatment of anaphylaxis is centered on treating the rapidly progressing effects of the histamine release in the body with epinephrine. The allergen should also be removed immediately.

CREATING AN ALLERGEN-SAFE SCHOOL ENVIRONMENT

The Marengo County School System supports the three levels of prevention through its methods of creating an allergen-safe environment.

- A. Level I (Primary Prevention) – Promotes health and protects against threats before problems occur with food allergy and anaphylaxis awareness and training.
- B. Level II (Secondary Prevention) – Detects and treats problems early, as in the first-time reaction at school with staff or students. Early treatment of anaphylaxis saves lives.

C. Level III (Tertiary Prevention):

1. Protecting a student from exposure to offending allergens is the most important way to prevent life-threatening anaphylaxis.
2. Avoidance of exposure to allergens is the key to preventing a reaction.
3. The risk of exposure to allergens for a student is reduced when the school personnel, medical provider and parent/guardian work together to develop a management plan for the student.
4. Educating the entire school community about life-threatening allergies is important in keeping students with life-threatening allergies safe.

IDENTIFYING THE SCHOOL TEAM

- A. School District Administration: School administrators will support the Anaphylaxis Preparedness Program by helping to monitor students with known anaphylaxis and their medication. Support will also be provided to ensure that school staff are trained and retrained as deemed necessary.
- B. School Nurse: School nurses will be the Anaphylaxis Preparedness Program site coordinator for each campus. Each school nurse will work with the Principal to ensure staff are trained and retrained as deemed necessary. The school nurses will also monitor the safety and security of the student's medication by checking the expiration date and inspecting the medication to see if any tampering has occurred. The school nurse will respond to emergencies when possible and continue to function in the role as school nurse with other duties.

- C. School Medical Director: A local medical director will serve as the school medical director to provide authorization for this program. He/she will assist with program oversight and strive to meet practices offered through research on the topic of anaphylaxis, offering guidance for the nursing protocols. After research and presentations, the Marengo County School System will not stock Epi-pen's at this time.
- D. Teachers: Teachers will be provided information each year on the school program, the signs and symptoms of anaphylaxis, and the location of the student's medication. Teachers will be offered training each year to recognize and respond to anaphylactic emergencies.
- E. Food Service Personnel: Food service personnel will be provided information each year on the school program, the signs and symptoms of anaphylaxis, the location of the medication and the forms. Food service personnel will be offered training each year to recognize and respond to anaphylactic emergencies.
- F. Coaches, Athletic Directors and After-School Volunteers: These people will be provided information each year on the school program, the signs and symptoms of anaphylaxis, and the location of the student's medication. Coaches will be offered training each year to recognize and respond to anaphylactic emergencies.
- G. Transportation Personnel: These people will be provided information each year on the school program, the signs and symptoms of anaphylaxis, and the location of the student's medication. Bus drivers will be offered training each year to recognize and respond to anaphylactic emergencies.

ACTION STEPS FOR ANAPHYLAXIS MANAGEMENT

- A. Providing necessary precautions and general training for staff in transportation, classrooms, the cafeteria, or the gymnasium.
- B. Training by licensed registered professional nurses for all adults in a supervisory role in the recognition and emergency management of a specific medical condition for specific students.
- C. Creating Individual Health Care Plans (IHP), Emergency Care Plans (ECP), 504 Plans, or Individualized Educational Plans (IEP) as indicated.
- D. Having standing emergency medical protocols for nursing staff.
- E. Following specific legal documents duly executed in accordance with the regulations and laws with medical orders regarding the care of specific students with severe life-threatening conditions.
- F. Allowing self-directed students, as assessed by the school nurse, to carry life-saving medication with prior approval by the medical provider and according to health practice and procedures.
- G. Assuring appropriate and reasonable building accommodations are in place within a reasonable degree of medical certainty.

MEDICATION SAFETY

Epinephrine auto-injectors will not be stocked by the Marengo County School System at this time.

SEXUAL HARASSMENT

PROHIBITED CONDUCT

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

DEFINITION

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, displays photographs, pictures, or drawings which are sexually offensive, or makes verbal remarks of a sexual nature when:

1. The advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile, or otherwise offensive school environment; or
2. Submission to or rejection of such advances, requests, or conduct is used as a basis for decisions affecting the student.

COMPLAINT PROCEDURE

A student who believes he or she has been subjected to any form of sexual harassment shall report the matter to his/her teacher or principal. A student may request the right to make his or her report of sexual harassment to a supervisor of the same sex as the student.

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

The employee receiving a complaint of sexual harassment shall start an immediate investigation into the matter. The completed investigation shall be reviewed by the Superintendent or his designee and legal counsel for prompt and appropriate action, if warranted.

PROTECTION OF COMPLAINANT

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

FRIVOLOUS/VINDICTIVE CLAIMS

Students who file frivolous or vindictive claims without merit will be subject to disciplinary action.

ANTI-HARASSMENT POLICY

SECTION 1: HARASSMENT, VIOLENCE, AND THREATS OF VIOLENCE

No student and/or Marengo County School Board employee shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student and/or Marengo County School Board employee 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.

SECTION 2: DEFINITIONS

- A. The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristics is set forth in Section 3.B below. To constitute harassment, a pattern of behavior may do any of the following:
1. Place a student in reasonable fear or harm to his or her person or damage to his or her property.

2. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 3. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 4. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- B. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- C. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- D. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity, or opportunity for which the student is or would be eligible.
- E. The term “student” as used in this policy means a student who is enrolled in the Marengo County School System.

SECTION 3. 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 to:

1. Comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation.
 2. Refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student.
 3. Refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- B. Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct: age, color, creed, disability, gender, handicap, Head Start enrollment, homelessness, limited English proficiency, migrant status, national origin, neglect or delinquency, race, religion, or sex.

SECTION 4. CONSEQUENCES FOR VIOLATIONS

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

SECTION 5. 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's and/or Counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the Principal or the Principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- B. Upon receipt of the complaint, the Principal or the Principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the Principal or the Principal's designee determines that the complaint alleges a serious violation, the Principal or the Principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may be imposed by the Principal or the School System.
- C. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to

disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

- D. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the Principal or the Principal's designee will inform the student's parent or guardian of the report.

SECTION 6. PROMULGATION OF POLICY AND RELATED PROCEDURES, RULES, AND FORMS

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

MARENGO COUNTY SCHOOLS

HARASSMENT REPORT FORM

The policy of the Marengo County Board of Education forbids discrimination against any student on the basis of age, color, creed, disability, gender, handicap, Head Start enrollment, homelessness, limited English proficiency, migrant status, national origin, neglect or delinquency, race, religion, or sex. This policy applies to harassment by other students, employees, or other individuals who are subject to the control of school authorities. No student shall be subjected to harassment, violence, threats of violence, or intimidation.

Complainant (or person reporting an incident): _____

Date of alleged incident(s): _____

Name of person you believe harassed you
(or person you witnessed harassing someone): _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; what you did to avoid the situation, etc. (Attach additional pages if necessary.)

This complaint is filed based on my honest belief that I have been harassed or have witnessed someone else being harassed. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Complainant (or person reporting an incident) Signature: _____

Date: _____

Received By: _____

Date: _____

ADULT SEX OFFENDER POLICY

No adult sex offender, after having been convicted of a sex offense involving a minor, shall loiter on or within 500 feet of Marengo County School property lines (school, childcare facility, playground, park, athletic field or facility, school bus stop, or any other facility with the principal purpose of caring for, educating, or entertaining minors).

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. An adult sex offender does not violate this unless he or she has first been asked to leave a prohibited location by a person authorized to exclude the adult sex offender from the premises. An authorized person includes, but is not limited to, any law enforcement officer, security officer, superintendent, 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.

A school bus stop is any location where a motor vehicle owned or operated by or on behalf of the Marengo County School System stops on a regular basis for the purposes of transporting children to and from school.

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

- A. Notifies the principal of the school or his or her designee, before entering onto the property or attending the school activity.
- B. Immediately reports to the principal of the school, or his or her designee, upon entering the property or arriving at the activity.
- C. Complies with any procedures established by the school to monitor the whereabouts of the sex offender for the duration of his or her presence on the Marengo County School System property or attendance at a Marengo County School System activity.

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

A school activity is any activity sponsored by a Marengo County School in which students in grades K – 12, Pre-Kindergarten, and Head Start (if applicable) are the primary intended participants or for whom students in grades K – 12, Pre-Kindergarten, and Head Start (if applicable) are the primary intended audience including, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies.

Any person who violates any portion of this Marengo County School System policy, shall be guilty of a Class C felony.

SUICIDE AWARENESS AND PREVENTION POLICY

Jason Flatt Act

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

IMPLEMENTATION

In compliance with the requirements of the Jason Flatt Act, Marengo County Schools will:

- A. Encourage individual, family, and group counseling services related to suicide prevention.
- B. Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
- C. Foster training for school personnel who are responsible for counseling and supervising students.
- D. Increase student awareness of the relationship between drug and alcohol use and suicide.

- E. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.

- F. Inform students of available community suicide prevention services.
- G. Promote cooperative efforts between school personnel and community suicide prevention program personnel.
- H. Foster school-based or community-based, or both, alternative programs outside of the classroom.
- I. Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.
- J. Engage in any other program or activity which the local board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
- K. Provide training for school employees and volunteers who have significant contact with students on the local board policies to prevent harassment, intimidation, and threats of violence.
- L. Develop a process for discussing with students local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.
- M. Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing in-service training programs or as a part of required professional development offered by our school system.

DESCRIPTION OF BEHAVIOR EXPECTED OF STUDENTS

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

RESPONSIBILITY OF REPORTING

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

PROMULGATION OF POLICY AND RELATED PROCEDURES, RULES AND FORMS

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

Ref: Ala. Code 16-28B-8, *et seq.* (1975); *Jason Flatt Act* (Act #2016-310).

JGI (3 of 3)
FILE: JGJ
Adopted: March 21, 2019

JAMARI WILLIAMS STUDENT BULLYING POLICY

SECTION 1: BULLYING, INTIMIDATION, VIOLENCE, AND THREATS OF VIOLENCE PROHIBITED

No student shall engage in nor should any be subjected to bullying, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

SECTION 2: DEFINITIONS

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

- A. "Bullying" means a continuous pattern of intentional behavior 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 actions 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 contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

1. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 2. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 3. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 4. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 5. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- B. “Hostile environment” means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
- C. “Violence” means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- D. “Threat” means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

- E. “Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
- F. “Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
- G. “Student” as used in this policy means a person who is enrolled in the Marengo County School System.

SECTION 3: 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 to:
 - 1. Comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation.
 - 2. Refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student.
 - 3. Refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- B. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

1. Race
2. Sex
3. Religion
4. National origin
5. Disability

SECTION 4: CONSEQUENCES FOR VIOLATIONS

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

SECTION 5: REPORTING, INVESTIGATION, AND COMPLAINT RESOLUTION PROCEDURES

- A. Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

- B. Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.
- C. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

SUPERVISION OF LOW-RISK JUVENILE SEX OFFENDERS

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/her 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, the 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. This meeting should take place within ten (10) school days or as soon as practicable. In the event the student's parent or guardian is unable or unwilling to meet, the Principal or designee and the supervision team should meet with the student within a reasonable timeframe to develop an appropriate plan.

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

The terms of the plan and any updates to it must be memorialized in writing and approved by the Principal or designee before being distributed to the student and the student's parent or guardian, as well as the supervision team.

The Principal or designee should meet with the student, the student's parent or guardian, and the supervision team at least annually, but as often as deemed necessary by the Principal or designee to assess the student's status and to determine whether adjustments should be made to the plan.

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 the parent or guardian object to conditions of the plan or the application of a sanction, a challenge must be submitted in writing to the Superintendent or his designee to consider whether adjustment of the plan or response modification is warranted. The Superintendent's decision shall be final. A response that constitutes disciplinary action will adhere to the applicable school disciplinary policies and procedures and the student will be afforded process due 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 the members of the supervision team. Any school official or school employee who improperly discloses the student's status to any other person may be subject to school discipline and/or criminal charges as provided by law.

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.

Legal Reference: Ala. Act No. 2018-528, Ala. Code § 16-1-51.1 (1975).

FILE: JHA

ACTIVITY FEES

Students shall not be assessed fees for the purpose of supporting general student oriented or school related activities. No fees shall be charged any elementary student in the System, nor shall fees be charged for any course required for graduation.

Any fees that may be charged which are course related must have prior approval of the Board. Receipts must be issued for any such monies collected. These funds must be deposited daily within the appropriate school account.

Any fees charged to support student activities must be on a voluntary basis only. All such fees must have the prior approval of the Superintendent or his designee prior to collection.

FILE: JHB

ACTIVITY FUND MANAGEMENT

In accordance with the Policy of the Marengo County Board of Education, and as required by law, the monies of all school-sponsored student organizations shall be deposited with the school's accounts in the principal's office. The treasurer of the organization shall be issued a receipt for each deposit, and he shall keep a record of the organization's account, including all deposits and disbursements.

The system of accounting for school monies shall be in conformity with the system of accounting recommended by the State Department of Education, the State Board of Education and accrediting agencies.

Officers of the affected school sponsored organization, the sponsor of that organization, and the principal shall jointly determine use of such funds.

Ref: See Ala. Code 16-8-7 to -10, 16-8-38, 16-13-32.

STUDENT CLUBS AND ORGANIZATIONS

The Marengo County Board of Education delegates to the Superintendent, principals, other school staff members, and students the responsibility to establish regulations for the operation of school-sponsored clubs and organizations. School-sponsored clubs and organizations shall be under the direct control of school officials. Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization which denies membership on the basis of age, color, creed, disability, gender, handicap, Head Start enrollment, homelessness, limited English proficiency, migrant status, national origin, neglect or delinquency, race, religion, or sex.

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

- A. Every school club or organization shall be sponsored by a member of the faculty approved by the principal of the school. Every organization shall have the approval of the sponsor in advance for the time and place of all meetings and all social and athletic events and other activities of the organization. All meetings shall be held on campus, and the sponsor shall be present throughout such meetings. All other activities held outside the school or off campus must have the approval of the principal. A sponsor or substitute sponsor approved by the principal shall be present throughout all activities.

- B. Every school-sponsored club shall have a constitution approved by the appropriate personnel. Such constitution shall be kept on file in the school office.
1. The constitution shall contain a statement that all members must be students who are presently enrolled in the school of sponsorship.
 2. The constitution shall state qualifications for membership. Such qualifications shall not deny membership because of age, color, creed, disability, gender, handicap, Head Start enrollment, homelessness, limited English proficiency, migrant status, national origin, neglect or delinquency, race, religion, or sex.
 3. The constitution shall contain a statement of the purposes of the club. The purposes shall not be contrary to the welfare of the students or the school, or in conflict with the authority or responsibilities of the Board of Education and its employees.
 4. The constitution shall contain a statement that there is no affiliation with any political or religious organization, or with any organization which denies membership on the basis of age, color, creed, disability, gender, handicap, Head Start enrollment, homelessness, limited English proficiency, migrant status, national origin, neglect or delinquency, race, religion, or sex.
 5. The constitution shall provide that the collection or disbursement of school-sponsored club funds shall be in accordance with the regulations set forth by the school and School System.
 6. The constitution shall provide that speakers who are neither members of the student body, faculty, or administration of the school must have prior approval of the sponsor and the principal.

C. Authorization to conduct activities as an organization recognized by the school administration may be denied or revoked if:

1. The organization participates in, advocates, aids, or knowingly permits conduct by its members or others subject to its control, which is contrary to the welfare of the students or the school, or which is in conflict with the authority or responsibility of the Board or any of its officials or employees.
2. The organization participates in, advocates, or knowingly permits activities, by its members or others subject to its control, which are not authorized by the constitution of the organization that has been approved by the principal of the school.
3. The organization fails to comply with Board policy or such rules and regulations as may be developed by local schools.

Ref: U.S. Const. amend. I; U. S. Const. amend. XIV, 1; Ala. Code 16-13-32, 16-26-1, 16-26-2, 16-8-7 to -9, Healy v. James, 92 S. Ct. 2338 (1972).

EMPLOYMENT OF STUDENTS

The Board shall permit student employment during regular school hours provided the following provisions are met:

1. Employment does not in any way conflict with Alabama law.
2. Employment is approved by the Superintendent or his designee.
3. Employment is approved in writing by the student's parent or legal guardian.
4. Employment does not conflict with student's schoolwork.
5. Employment is necessary for student to continue in school.

All early dismissals because of employment shall be approved by the principal or his designated representative. Employed students shall abide strictly by all established checkout procedures. The student who has received permission to leave school for employment shall leave campus immediately. Violators are subject to forfeiture of the early dismissal privilege.

SOLICITATIONS

All activities conducted in order to raise funds for school organizations must receive Superintendent approval prior to the beginning of such activities.

No student shall be compelled to participate in or meet any kind of a quota in a fund-raising activity.

Any products purchased for the purpose of resale shall be selected on the basis of quality and value to the end purchaser. The amount of revenue to be earned by the organization selling a product, should not be the primary factor used in making the product selection.

As an alternative to the sale of products, the Board encourages consideration of student provided services in exchange for contributions and the solicitation of tax deductible donations from individuals and businesses.

No function related to solicitations or fund raising activities such as product selection, promotion, marketing distribution, or collection of monies shall be conducted during the school day.

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

FILE: JL

CONTESTS FOR STUDENTS

Student participation in Board-approved contests is encouraged. The Board desires cooperation by sanctioning student competitive events, within reasonable bonds. The following statements shall be a guide for determining participation in contests:

The primary educational aims of the schools and the needs and interests of students must be of paramount concern.

Schools shall not be used to promote private or commercial interests.

All competitive activities initiated by private sources shall be judged on the basis of their (a) direct contribution to educational values, (b) factual accuracy, and (c) good tastes.

Consideration shall be given in all cases to protecting students and teachers against unreasonable exploitation and added work and responsibilities.

**FILE: JM, JMA, JMB,
JMC, JMD
CF: IDD**

**ANOMALOUS STUDENTS/PHYSICALLY HANDICAPPED/
MENTALLY HANDICAPPED/PERCEPTUALLY HANDICAPPED/
EMOTIONALLY DISTURBED**

The Marengo County Board of Education recognizes that Federal and State law mandates that the School System meet the educational needs of all children equally. Each handicapped child is entitled to a free public education regardless of the nature or severity of his handicap. For this reason, no handicapped individual shall, solely by reason of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program conducted in the local schools. Where special programs and/or recommendations are required for the handicapped child, the School System shall assume financial and other responsibility as required by law.

PREGNANCIES

It is the policy of the Marengo County Board of Education that a student who becomes pregnant while enrolled in the School System shall notify the school principal as soon as possible after the pregnancy has been confirmed.

A pregnant student shall provide the principal a written statement from a licensed physician, including recommendations concerning advisability of school attendance for the pregnant student. An additional statement from her physician shall be provided each six weeks, verifying that she is physically able to continue in school.

A pregnant student who chooses to remain in school during the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements, and rules and regulations as all other students. However, the physical education program shall be adapted to special needs of pregnant students. In no case shall a pregnant student be removed from school or failed solely because of her pregnancy. However, all students, whether pregnant or not, are expected to meet minimum standards for promotion and/or graduation.

A student shall be re-admitted to school after delivery, upon a statement from her physician recommending her re-admission.

FILE: JMF

MARRIED

The Marengo County Board of Education does not condone early marriage and/or pregnancy among high school students and their beginning of families at an early age. Nevertheless, it is the intent of the Board to aid these young people in the continuation of their education within the limits of reasonable safeguards both for the school and the young people.

STUDENT RECORDS

All information regarding students and their families shall be collected, maintained, and disseminated under such safeguards as are necessary to comply with the Family Educational Rights and Privacy Act of 1974. The Marengo County Board of Education shall require adherence to the provisions of the said Act.

The following definitions apply to this policy statement:

"Education Records" means records which (1) are directly related to a student and (2) are maintained by the education agency or school by a party acting for the agency or school.

The following are excluded from the term "Education Records":

1. Records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute teacher.
2. "Personally Identifiable" means that data or information which includes:
 - A. The name of a student and the student's parent or other family members.
 - B. The address of the student.
 - C. A personal identifier, such as a student's social security number or student number.
 - D. A list of personal characteristics which would make the student's identity easily traceable.
 - E. Other information which would make the student's identity easily traceable.

1. The principal shall, within the provisions of this procedure, be responsible for determining to whom information maintained in student records may be released.
2. The principal shall be responsible for determining who, other than the parent, guardian or eligible student, shall have access to the student records.
3. "Directory Information" may be made available at the discretion of the principal without the prior consent of the parent. However, students and their parents shall be notified at the beginning of each school year the categories of directory information and their right to request that all or part of such information not be made available to the general public. "Directory Information" shall consist of the student's name, address, telephone number, parent's name, grade level, participation in officially recognized activities, weight and height of members of athletic teams, awards and honors.
4. The following individuals or agencies may be granted access to student record information without the written consent of the parent or without an entry being made in the disclosure record:
 - A. Teachers and other school officials within the School System who have a legitimate educational interest.

"Legitimate educational interest": that interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; that interest having the educational well-being of the student in mind for purposes of continuing, improving, or changing the education of the student and that interest in which the individual has a legitimate need to know.

- B. The stated education agency is required to make reports concerning the education program.
5. The following individuals or agencies may be granted access to student record information, without the written consent of the parent, by completing the disclosure record:
- A. Authorized representative of:
 - (1) The Comptroller General of the United States.
 - (2) The Secretary of U.S. Department of Education.
 - (3) The State Education authorities.
 - (4) Appropriate community agencies involved in handling students' health or safety.
 - B. Agencies requiring information in connection with a student's application for or receipt of financial aid.
 - C. Courts, on the issuance of proper order or subpoenas. Reasonable efforts shall be made to notify the parents of the order or subpoena.
6. Directory information and personally identifiable information shall be released without parental consent to a school to which the student has transferred.
7. Principals shall require written approval of a parent or eligible student in order to grant access to others not specifically authorized by this policy.
8. Unless otherwise specified, the term "parent" in this procedure shall include parent, guardian or student 18 years of age or over or who is enrolled in a post-secondary institution.

REVIEW OF STUDENT RECORDS BY THE PARENT

1. Schools shall provide for the review of student records by parents or guardians. Parents and students shall be notified of their right to review the student records by a notice in the student handbook and/or by newsletter or other appropriate communication to the parent at the beginning of each school year.
2. A parent or guardian who desires to review his child's record shall contact the school for an appointment. A conference shall be scheduled as soon as possible. The disclosure record shall be completed at the time of the conference.
3. Prior to the scheduled conference, the principal shall review the record for accuracy and completeness.
4. The record shall be examined by the parent in the presence of the principal or a designated professional person.
 - A. The principal or his designee attending the review shall:
 - (1) Explain the recordkeeping system of the school, noting the types of records and why they are kept.
 - (2) Provide the parent or guardian the opportunity to examine each record.

Records which shall be included are:

 - (a) Cumulative academic record.
 - (b) Application for admission.
 - (c) Immunization records, if applicable.
 - (d) Attendance record.

- (e) Class grade record.
 - (f) Any other records maintained for that student by the School System.
 - B. The principal or a designated professional person shall provide the parent an opportunity to raise questions regarding information in the records.
 - C. A record of the review shall be made on the disclosure record.
- 5. If the parent or guardian requests a hearing to challenge information contained in the student's folder, a written request for the hearing shall be made and a hearing scheduled for a date not less than three days nor more than two weeks from the date of the request.
 - A. The hearing shall be held with the principal and the parent or guardian at the scheduled time.
 - B. If the parent or guardian is not satisfied with the hearing with the principal, he shall have the opportunity to appeal the decision to a review panel at the Central Office level.
 - C. The parent or guardian shall request the appeal in writing to the Superintendent of Education. Upon receipt of said request, the Superintendent shall schedule a review panel meeting within ten (10) days following receipt of the parent's request. The date, time, and place of the review panel hearing shall be sent to the parent or guardian by United States registered or certified mail, return receipt requested.
- 6. The student record appeals review panel shall be composed of three professional representatives of the Central Office Staff. At the meeting:

- A. The Superintendent of Education or his designee will preside.

- B. The parent or guardian and the principal shall be present. The student shall be present if requested by the parent or guardian or school official.
- C. The decision of the review panel shall be communicated in writing to the school and parent or guardian within ten (10) days.
- D. The parent shall have the right to file a dissenting statement following the hearing; such statement shall become part of the student's cumulative folder.

STUDENT CUMULATIVE RECORD CARDS

1. All personal data shall be completed when the student initially enrolls in the School System and shall be updated annually.
2. All data shall be recorded on the cumulative record in accordance with administrative procedures established by the Board of Education.
3. Since information on the cumulative record cards is confidential, the card shall not be removed from the file room except as authorized.

Ref: 20 U.S.C. 1232 (g-i).

STUDENT FEES, FINES, AND CHARGES

The Marengo County Board of Education shall hold each student responsible for every textbook and other education materials issued to him. It shall be understood that the parent or guardian of any student to whom textbooks or other materials are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such materials.