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CHAPTER 1.00 – PHILOSOPHY

SYSTEM PHILOSOPHY and VISION

1.10

The philosophy and vision of the Houston County School system are embodied in the following set of belief statements:

- I. Caring Environment
 - A. A safe and physically comfortable environment promotes student learning.
 - B. A student's education is enhanced by positive relationships, extra-curricular activities and a system of academic and emotional support.
- II. Focus on Learning
 - A. Student learning needs should be the primary focus of all decisions impacting the work of the school.
 - B. Students learn in different ways and should be provided with a variety of instructional approaches, including the use of technology, to support their learning.
 - C. Students should be encouraged to participate in extra-curricular activities in order to develop leadership and teamwork skills outside the classroom.
- III. Commitment to Quality
 - A. The school staff's commitment to continuous improvement is imperative if our schools are to enable students to become confident, self-directed, lifelong learners.
 - B. Faculty members should commit themselves daily to seek out the best instructional approach to reach each individual student.
 - C. All Houston County School System employees should strive to become better each day in meeting the needs of the student.
 - D. Houston County School System administrators are expected to recognize and develop leadership skills among staff members, and to promote professional growth of employees.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

CHAPTER 1.00 – PHILOSOPHY

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: IA

CHAPTER 1.00 – PHILOSOPHY

SYSTEM LEGAL STATUS

1.12

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

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

The corporate name of this school system shall be t he Houston County Board of Education, and it conducts its business at 404 West Washington Street, Dothan, Alabama 36302.

STATUTORY AUTHORITY:

**ALABAMA CONSTITUTION OF 1901,
AMENDMENT 111**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-1-30**

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: AA**

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCOPE OF THE SCHOOL SYSTEM

2.10

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30; AL CONSTITUTION OF
1901, §256, AMENDMENT 111**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: JULY 21, 2008
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FORMERLY: NEW**

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

QUALIFICATIONS OF BOARD MEMBERS

2.11

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

The following qualifications are legally required to become one of the members of the Houston County Board of Education:

- I. The individual must be a resident of Houston County;
- II. The individual shall not be employed by the Houston County School System;
- III. The individual shall be considered to be of good character; and
- IV. The individual shall possess a high school diploma or equivalent.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30, 16-11-2A**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-2, 16-8-9**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

ORIENTATION

2.12

As soon as possible after the appointment of a new Houston County Board of Education member, the Superintendent should provide him/her with copies of Alabama school laws, the system's policy manual, current budget of the school system, Code of Student Conduct, strategic or other long-range plan and other materials as deemed appropriate by the Superintendent. New members shall be encouraged to attend orientation sessions and other training arranged at the local school system level and by the Alabama Association of School Boards.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-6, 16-8-9**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: BBBB**

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

TERMS OF BOARD MEMBERS

2.13

Members of the Houston County Board of Education shall be elected for six (6) year terms by districts by the qualified electors of Houston County. Members of the Board shall hold office until their successors have been elected and qualified. Terms of office shall be staggered, so that not more than three (3) new members will be elected at any one time.

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

I. Filling of an Unexpired Term

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

II. Resignation of Board Members

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

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

III. Removal from office

- A. Members of the Houston County Board of Education are officers of the State and may be removed from office only through impeachment proceedings in Circuit Court or other court of like jurisdiction as stipulated in the Alabama Constitution of 1901.
- B. Causes for impeachment of any Board member shall be those applicable to all public officers, namely:
 - 1. willful neglect of duty;
 - 2. corruption in office;
 - 3. incompetence;
 - 4. intemperance in the use of intoxicating liquors or narcotics to such an extent that it renders the officer unfit to discharge duties of the office; or
 - 5. any offense involving moral turpitude while in office, or connected therewith.

STATUTORY AUTHORITY: **CODE OF ALABAMA**
16-1-30; ALABAMA CONSTITUTION OF 1901

LAW(S) IMPLEMENTED: **CODE OF ALABAMA**
16-1-6, 16-8-7, 16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY: **ADOPTED: JANUARY 16, 1997**
REVISION DATE(S): JULY 21, 2008
FORMERLY: BBBB; ABCDA; ABCE; ABCF

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD RESPONSIBILITIES AND AUTHORITY

2.20

- I. The Houston County Board of Education is responsible for the organization and control of the public schools of the system and is empowered to determine the policies necessary for the effective operation and general improvement of the school system. The Board is a public corporate entity and may take action only when the Board is meeting in official public session and a quorum is present. The Houston County Board of Education shall limit its action to establishing policy and to meeting the requirements prescribed by federal and state law and rules of the State Board of Education. Individual members of the Houston County Board of Education have authority to take official action only when sitting as a member of the Board in public session, except when the Board specifically authorizes the member to act. The Houston County Board of Education shall not be bound in any way by any action on the part of an individual Board member or an employee, except when such statement or action is in compliance with the public action of the Houston County Board of Education.
- II. The specific duties of the Board shall include, but not be limited to the following:
 - A. To approve policies relating to the operation of the public schools;
 - B. To adopt a calendar of school events for each ensuing year, which shall be distributed to the teachers and others as deemed necessary;
 - C. To adopt the annual budget and approve expenditures of funds as recommended by the Superintendent;
 - D. To monitor the financial status of the system;
 - E. To appoint principals and other Houston County School System employees upon the written recommendation of the Superintendent;
 - F. To determine or approve salary schedules and other personnel policies;
 - G. To consider reports of the Superintendent, the Chief Financial Officer, the school board attorney, and school architect on the progress of the schools and advise the Superintendent on recommended changes in educational programs;
 - H. To adopt plans for structural improvements and construction of new facilities and determine the means to finance them; and
 - I. To inform the citizens of the community and the Legislature of the needs of the schools.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- III. The duties and obligations of an individual Houston County Board of Education member shall include, but not be limited to the following:
- A. To attend all meetings;
 - B. To become familiar with selected federal and state school laws, State Department of Education rules and regulations, and local Board policies, rules and regulations;
 - C. To assist in establishing the highest goals and objectives for the Houston County School System which realistically can be achieved;
 - D. To vote and act in the Board meetings for the total good of the school system;
 - E. To accept the will of the majority vote and give support to the resultant policy;
 - F. To represent the Houston County Board of Education in such a way as to promote public interest in and support for Board-related activities;
 - G. To refer complaints and inquiries to the proper school authorities and to abstain from individual counsel and action;
 - H. To recognize that candid discussions based on objective rationale are vital to the ultimate success of the school system;
 - I. To comply with statutory requirements, state and Houston County Board of Education policies, and regulations of duly authorized administrative agencies;
 - J. To act ethically in all matters at all times, thereby representing the school system to the best of one's ability; and
 - K. To receive no financial interest or personal benefit, either directly or indirectly, in the purchase of or contract for real or personal property or contractual service with the Houston County Board of Education.
- IV. The Houston County Board of Education may maintain membership in the Alabama Association of School Boards.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- V. The Houston County Board of Education adopts for its members the following Code of Ethics:

As a member of the Houston County Board of Education, I will strive to improve public education, and to that end I will:

- A. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. Render all decisions based on the available facts and by independent judgment and refuse to surrender that judgment to any individual or special interest group;
- D. Encourage the free expression of opinion by all Board members and seek systematic communication among the Board and students, staff, and all elements of the community;
- E. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the Houston County schools to the Superintendent;
- F. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. Inform myself about the current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards association;
- H. Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff;
- I. Avoid being placed in a position of conflict of interest and refrain from using my Houston County Board of Education position for personal or partisan gain;
- J. Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law; and

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- K. Remember always that my first and greatest concern must be the educational welfare of the students attending the Houston County School System public schools.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-11-12, 16-11-17,
16-11-24, 16-22-6, 16-24-1, 36-25-1,
36-26-100, 41-16-50, 41-16-57
Alabama Open Meeting Act No. 2005-40**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: BH; BBBA; BGA**

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

ORGANIZATION AND OFFICERS OF THE BOARD

2.21

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-4, 16-8-7, 16-11-6**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: BB; BBA; BBAA**

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEETINGS

2.22

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

- I. Regular Houston County Board of Education meetings shall be established at the organizational meeting held in November. The regular meeting date may be changed by Board action at any previous meeting or at the direction of the Superintendent and/or Board President, provided that each member is notified. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.
 - A. Special meetings shall be held at the time designated by the Superintendent, Board President, or when called by a majority of the Board members as specified in written notice.
 - B. Emergency meetings may be held at any time by the Superintendent, either upon his/her initiative or upon the Board President's request. An emergency meeting may be called and the public shall be notified. Houston County Board of Education members shall be given a tentative agenda during the notification.
- II. Regular, special, and emergency meetings of the Houston County Board of Education shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. Regular meetings are scheduled on the third Monday of each month at 5:30 pm in the Board room of the Houston County Administrative Offices. Any regular or special meeting may be held at any other appropriate public place within the system by giving prior public notice.
- III. All Houston County Board of Education meetings shall be conducted in accordance with the latest edition of *Robert's Rules of Order*. A majority of the Board shall constitute a quorum for the transaction of business. An official act of the Board shall require a majority vote of the total membership.
- IV. Any item to be placed on the agenda of a regular Houston County Board of Education meeting shall be submitted in writing to the Superintendent's office no later than four o'clock (4:00 p.m.), seven (7) working days prior to the meeting at which consideration is desired. This rule shall not preclude the right of any citizen to address the Houston County Board of Education; however, except for good cause as provided herein, the Houston County Board of Education shall not take action on any substantive proposal until such matter has been formally placed on

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

the Board agenda. Copies of the tentative agenda for regular meetings shall be made available prior to the scheduled meeting. Copies of the agenda for a special meeting shall be prepared.

Any person or group desiring to be placed on the agenda shall file with the Superintendent, by four o'clock (4:00) p.m. at least seven (7) working days prior to a meeting, a request to be placed thereon. Such request shall contain the following information:

- A. The name and address of the person making the request;
- B. The organization or group, if any, represented;
- C. Content of the information to be presented - if written material is to be passed out, a copy of such material shall accompany the request;
- D. An estimate of the time necessary for such a discussion;
- E. Specific action desired of the Houston County Board of Education.

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

Any charges to be made against an individual shall be in affidavit form. If any information is to be presented in the form of a statement that might be considered derogatory or of a serious nature, such shall be presented in writing.

- V. A majority shall constitute a quorum for any Houston County Board of Education meeting. Unless a majority is present, no meeting can be convened.
- VI. The official minutes of the Houston County Board of Education shall be kept as prescribed by Alabama statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.

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

- VII. The Houston County Board of Education may vote in a legally called meeting and, upon approval of the majority of the whole Board, may hold executive sessions for specific purposes. Such purposes shall be limited to those involving

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

the character or good name of a woman or man or pending litigation in which the Board is a party. Executive sessions shall be attended only by members of the Houston County Board of Education, the Superintendent, counsel if necessary, and persons necessary to ensure due process for the individual discussion. All matters discussed by the Board in executive session shall be regarded as confidential by all persons in attendance and shall not be divulged to the public. No minutes shall be kept of executive session discussions. Nothing having the effect of regulation, policy or official action of any kind shall be decided in executive session.

VIII. There shall be no representation by proxy of any Houston County Board of Education member.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-11-5, 16-12-3, 16-13-140,
13A-14-2, 36-12-2, 41-13-1
Alabama Open Meetings Act No. 2005-40**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

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REVISION DATE(S): JULY 21, 2008
FORMERLY: BC; BCA; BCAB; BCAC;
BCB; BCBA; BCBB' BCBC;
BCBD; BDBF; BCBFA; BCBG;
BDBH; BCBH; BCBI; BCBK**

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL BOARD POLICY ADOPTION and DISSEMINATION

2.23

- I. The Houston County Board of Education shall formulate policies by which its schools shall be managed.
- II. No Houston County Board of Education policy shall be construed to create or confer any contractual right, property right, entitlement of, expectancy of, or other legal cognizable interest in employment or continuing employment. Nothing in any policy shall be construed to create or grant employment rights greater than or in addition to those expressed in law or written contract.
- III. Before adopting written policies, the Board shall directly or indirectly through the Superintendent, consult with the local employees' professional organization whose parent organization represents the majority of school employees statewide. Input by the applicable professional organization shall be made in writing to the Superintendent. The Superintendent may also consult professional assistants, principals, employees and interested citizens. All policies shall be made available to all persons affected and employed by the Houston County Board of Education.
- IV. Policy Dissemination
 - A. Board policies and administrative rules and regulations shall also be made accessible to all members of the Houston County Board of Education, students and members of the community served by the school system.
 - B. Any amendments to the policies, rules and regulations of the Houston County Board of Education shall be furnished to the affected persons employed by the Board.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-11-9**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: BDE**

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEMBER COMPENSATION

2.24

- I. Houston County Board of Education members are authorized to receive reasonable compensation for their services, not to exceed \$8,400 per year.
- II. The Houston County Board of Education shall set the level of compensation to be received by Board members upon a majority vote of the Board at its organizational meeting. Any increase in compensation approved by the Board shall take effect following the expiration of the next member's term of office.
- III. The compensation identified herein shall be in addition to actual travel expenses and other necessary, sensible expenses incurred in attending meetings and transacting business of the Board.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-26, 16-8-5**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: BBBE**

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY 2.25

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

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

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

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-6B-3, 16-6B-7, 16-8-8**

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FORMERLY: NEW**

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SPECIAL COMMITTEES OF THE SCHOOL BOARD

2.26

- I. Special committees may be appointed by the Houston County Board of Education President when deemed necessary. The duties of any such committee shall be outlined at the time of appointment; the committee shall be automatically dissolved when the Board accepts the committee's final report. Each Houston County Board of Education member shall be notified of all committee meetings, but shall have no vote unless the member is serving as a committee member. All meetings of Board committees shall be open to the public.

- II. Special committees or individuals who serve on special committees shall take no action which is binding upon the Houston County Board of Education.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-11-9**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: BBC**

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

LEGAL COUNSEL – BOARD

2.30

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD AND SUPERINTENDENT RELATIONS

2.31

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

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

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: BBD**

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARDSMANSHIP DEVELOPMENT

2.50

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-6**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: BBBC**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

ADMINISTRATIVE ORGANIZATION

3.10

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: CC**

CHAPTER 3.00 –SCHOOL ADMINISTRATION

LENGTH OF SCHOOL DAY AND SCHOOL YEAR

3.12

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

1. School Day – shall not be less than six (6) hours, or 360 minutes, of actual teaching, exclusive of all recesses or intermission periods. Class periods shall be planned to allow for this amount of instructional time.
2. School Year – shall provide for at least 180 days of classroom instruction.

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-1**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(2)(a)

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: IEGA**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SUPERINTENDENT ELECTION

3.13

The Superintendent is elected by the eligible voters of Houston County as provided for in laws of the State of Alabama. He/She is also a statutory officer as provided by the Constitution and laws of the State of Alabama. As such, he/she has certain authorities and functions which are provided for by law. His/her duties include serving as secretary and executive office of the Houston County Board of Education.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-9-1**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-9-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: CE**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

QUALIFICATIONS OF SUPERINTENDENT

3.20

- I. The Superintendent of the Houston County Board of Education shall possess the following qualifications as minimum requirements:
 - A. Hold a degree from a recognized four-year college or university;
 - B. Three years of successful educational experience as a teacher, principal, supervisor or superintendent during the five (5) years immediately preceding his/her appointment or election;
 - C. Not less than five (5) years of experience in public school work;
 - D. Prior years administrative experience, preferably a broad range of elementary and secondary experience;
 - E. Demonstrated ability in group dynamics and in working with people who have varying backgrounds and interests;
 - F. Ability to view all aspects of issues and deal fairly when views differ from his/her own;
 - G. Demonstrated knowledge of school finance;
 - H. Demonstrated knowledge of educational research and methods of research;
 - I. Ability to delegate authority;
 - J. Hold an Alabama certificate in administration and supervision with a minimum of an Advanced Administrative (AA) certificate;
 - K. Possess good character, high moral standing and integrity;
 - L. Any other qualifications that the Board deems necessary and proper.
- II. Any candidate selected must satisfactorily complete the State Department of Education's training on school finance, education law, and curriculum/instruction.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-38, 16-8-8, 16-9-2**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

CONTRACT OF SUPERINTENDENT

3.21

- I. The Houston County Board of Education shall contract with the duly elected Superintendent, subject to such conditions and limitations as are prescribed by law or by contract with the Board. The Superintendent shall be evaluated by June 15 of each year as prescribed by the Board and according to legislative acts and regulations of the State Department of Education.
- II. The Board shall determine the salary, additional benefits, vacation entitlement and other leave of the Superintendent.

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30, 16-25-1, 16-25-3**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-38, 16-8-8, 16-9-8, 16-9-12**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

RESPONSIBILITIES OF SUPERINTENDENT

3.22

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-30, 16-8-8, 36-5-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

OPENING AND CLOSING OF SCHOOLS

3.24

- I. The Superintendent shall recommend and the Houston County Board of Education shall set the opening and closing times of schools.
- II. Each school office shall be open at least thirty (30) minutes before classes begin and shall remain open at least thirty (30) minutes after classes are dismissed.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-1, 16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

EMERGENCIES

3.25

- I. In case of emergency, the Superintendent may close any school or all schools. The members of the Houston County Board of Education shall be informed of any event or condition which requires the closing of any school(s) of the system.
- II. In the event of a declared state of emergency, control of pupils shall be retained by school personnel until pupils are released from school or in the case of transported pupils, until the students depart from the school bus.
- III. The school officials shall cooperate with emergency management and Red Cross authorities in the event of a natural or man-made disaster. In the event of a riot or similar condition, the principal shall cooperate with law enforcement.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

RESPONSIBILITIES OF PRINCIPALS

3.30

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-24B-4**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SAFE AND SECURE SCHOOLS

3.40

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

CHAPTER 3.00 - SCHOOL ADMINISTRATION

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

IV. Safety – Procedures

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

V. Safety – Violence Prevention

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

VI. Security

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

CHAPTER 3.00 - SCHOOL ADMINISTRATION

- D. All doors and exits shall remain unlocked from the interior during school hours and shall meet the required codes.
- E. The Superintendent shall require that all state statutes regarding safety, security and discipline are carried out.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-24, 16-1-24.1, 16-6B-5, 16-8-8,
36-19-10, 36-19-11**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

ALCOHOL, ILLEGAL DRUGS AT SYSTEM ACTIVITIES

3.42

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-10, 16-1-24.1,
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00: HUMAN RESOURCES

POSSESSION OF DEADLY WEAPONS

3.42.1

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

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-24, 16-1-24.1,
16-12-3, 16-12-16**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(1)(b)(3)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 3.00 – SCHOOL ADMINISTRATION

DUTY OF SEX OFFENDER TO NOTIFY SCHOOL OF PRESENCE

3.42.2

1. Any adult sex offender, after having been convicted of a sex offense involving a minor, shall (1) notify the principal or the principal’s designee prior to entering onto school property or prior to attending any K-12 school activity, and (2) immediately report to the school principal or the principal’s designee upon entering school property or arriving at any K-12 school activity.

2. Nothing in this policy shall be construed as imposing an affirmative duty on the school principal; the principal’s designee, any member of the school board, staff, faculty, or any other agent, representative, or other associated party of the school board to investigate or determine the sex offender status of any individual prior to, or upon, that individual’s entering on school property or arriving at a K-12 school activity.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
15-20A-17**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
15-20A-17**

HISTORY:

**ADOPTED 9/15/14
REVISIONS DATE(S)-----
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

PROHIBITION OF HARASSMENT

3.43+

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

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

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications, e.g., a person's body, clothes or sexual activity;

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4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
 6. Display of sexually suggestive objects, pictures, or written materials;
 7. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
- B. **Specific Prohibition** - It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.
- C. **Procedures** - Any student who alleges sexual harassment by an employee or another student should report the harassment to the building principal, assistant principal(s), guidance counselors or school system Title IX coordinator. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extracurricular activities, grade or any other assignments. The complaint should be in writing, state the act or acts, state the date(s), state the names of witnesses, and be signed by the complainant.
1. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
 2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.
- D. **Penalties** - A substantiated charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

- IV. Sexual Harassment by Employees – Definition – Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:
- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;
 - B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
 - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or student's educational performance, or creating an intimidating, hostile or offensive work or school environment.
 - D. Examples of sexual harassment may include, but are not limited to, the following:
 - 1. Verbal harassment or abuse of a sexual nature;
 - 2. Subtle pressure for sexual activity;
 - 3. Repeated remarks to a person with sexual or demeaning implications, e.g., a person's body, clothes or sexual activity;
 - 4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
 - 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
 - 6. Display of sexually suggestive objects, pictures, or written materials.
 - E. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
 - F. Any suspected child abuse shall be reported in accordance with state law.
 - G. Specific Prohibition – Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation.
 - 1. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from

CHAPTER 3.00 - SCHOOL ADMINISTRATION

subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.

2. It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to penalties.
3. It is sexual harassment for a Houston County Board of Education employee to use his or her authority to solicit sexual favors or attention from students. Board employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.

- H. Procedures – It is the responsibility of any employee to promptly report any occurrence of alleged sexual harassment. This policy on sexual harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of sexual harassment, that management will promptly investigate all alleged incidents of sexual harassment, and appropriate corrective action will be taken. Complaints should be reported to the Superintendent or designee and should be in writing, state the act(s), state the date(s), state the name(s) of witnesses and be signed by the complainant.

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

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

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- I. Penalties – Necessary disciplinary action, up to and including termination, may result if sexual harassment occurs. Any employee who makes false allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3, 26-14-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

EQUAL OPPORTUNITY

3.44

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: GA, GAAA, GAAB**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

TOBACCO USE IN SYSTEM FACILITIES

3.45

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

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

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

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

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(1)(b)(2)

HISTORY:

ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW

CHAPTER 3.00 - SCHOOL ADMINISTRATION

PUBLIC INFORMATION

3.50

- I. All public records pursuant to Alabama statutes, except those involving sensitive personnel records, pending criminal investigations, recorded information received by a public officer in confidence or other records, the disclosure of which would be detrimental to the public's interest, shall be available for inspection or copying at reasonable times during normal office hours of the Houston County School System office or other offices in which records are maintained.

- II. The Superintendent shall:
 - A. Keep citizens adequately informed through all channels of communication on policies, programs, problems, and planning of the Houston County School System and instruct schools to carry out this policy through their efforts and the office of the Superintendent.

 - B. Seek input from community members.

 - C. Encourage Houston County School System staff to cooperate in keeping the public informed of newsworthy events which would be of interest or concern to citizens and which would promote the welfare of the school system, provided that any news release be approved by the principal or supervisor and that any adverse information of a serious nature or any release relating to the system as a whole be approved by the Superintendent.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3,
36-12-40, 41-13-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

COPYING OF PUBLIC RECORDS

3.51

Copies of Houston County School System public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records will be based upon a fee schedule set by the Superintendent. Copies shall be made by the appropriate staff members and reproduced at a time which does not interfere with the normal work duty.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

FLAG DISPLAY AND PLEDGE

3.60

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-6B-2, 16-8-8,
16-43-1, 16-43-5**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

A PERIOD OF QUIET REFLECTION

3.61

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-20.4, 16-8-8**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SCHOOL VOLUNTEERS

3.70

A school volunteer is any non-paid individual who gives his/her time to a Houston County school or school staff member while performing assigned duties. Duties assigned to school volunteers shall be consistent with Alabama statutes and State Board of Education rules.

- I. The Superintendent shall issue directives concerning school volunteers as may be deemed necessary.
- II. The school principal and each staff member who is assigned a school volunteer shall be responsible for assigning duties which are consistent with Alabama statutes, State Board of Education rules and Houston County Board of Education policies.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 3.00 - SCHOOL ADMINISTRATION

COMMUNICABLE DISEASES

3.80

Every state and School District needs policies that address serious issues raised by human immunodeficiency virus (HIV) infection. Sound policies provide essential guidance to educators; reassurance to families, students, and school staff members; legal protection for schools; and support for people with the virus. Well drafted and administered, they can also help to prevent or contain controversy.

Various laws establish parameters for policy options concerning HIV infection, notably the Americans with Disabilities Act and the Individuals with Disabilities Education Act. The policy development process should involve medical and legal experts and those affected by the policy and welcome diverse points of view from the community. Locally developed procedures should accompany general statements of policy.

Education leaders need to actively communicate and engage in dialogue with the community about HIV-related school policies and procedures. Educators should work with their local health department to educate the public about medical and legal issues concerning HIV infection.

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

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

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

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

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

- III. Employment - Houston County Schools does not discriminate on the basis of HIV infection or association with another person with HIV infection. In accordance with the Americans with Disabilities Act of 1990, an employee with HIV infection is welcome to continue working as long as he/she is able to perform the essential functions of the position, with reasonable accommodation if necessary.
- IV. Privacy - Pupils or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.

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

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

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

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

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

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

- VI. 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. No student will be excluded from these activities. School authorities will make reasonable accommodation to allow students living with HIV infection to participate in school-sponsored physical activities.

All employees must consistently adhere to infection control guidelines in locker rooms and all play 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.

- VII. HIV Prevention Education - The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The educational program will
- A. be taught at every level, kindergarten through grade twelve;
 - B. use methods demonstrated by sound research to be effective;
 - C. be consistent with community standards;
 - D. follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC);
 - E. be appropriate to students' developmental levels, behaviors, and cultural backgrounds;
 - F. build knowledge and skills from year to year;
 - G. stress the benefits of abstinence from sexual activity, alcohol, and other drug use;

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- H. include accurate information on reducing risk of HIV infection;
- I. address students' own concerns;
- J. include means for evaluation;
- K. be an integral part of a coordinated school health program;
- L. be taught by well-prepared instructors with adequate support; and
- M. involve parents and families as partners in education.

Parents and guardians will have convenient opportunities to preview all HIV prevention curricula and materials. 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 high risk of acquiring HIV.

- VIII. Related Services - Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs and to other HIV-related services as needed. Public information about resources in the community will be kept available for voluntary student use.
- IX. 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 practices concerning HIV; assists staff to maintain productive parental and community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.
- X. General Provisions - On an annual basis, school administrators will notify students, their family members, and school personnel about current policies concerning HIV infection, and to provide convenient opportunities to discuss them. Information will be provided in major primary languages of students' families.

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This policy is effective immediately upon adoption. In accordance with the established policy review process, or at least every three (3) years, the Superintendent's designee shall report on the accuracy, relevance, and effectiveness of this policy and, when appropriate, provide recommendation for improving and/or updating the policy.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-22-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: IDB**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

THE CURRICULUM

4.10+

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-13, 16-1-16, 16-6B-2, 16-8-8,
16-12-3, 16-12-5, 16-12-8, 16-12-9, 16-13-231,
16-35-1, 16-35-3, 16-35-5, 16-40-1, 16-40-1.1,
16-40-8, 16-40A-2, 3, 16-41-1-2, 3, 6, 16-41-8**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.01

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: IC; ICB; IDA; IDB**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SPECIAL STUDENT EDUCATION

4.11+

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-13-231,
16-39-1, 16-8-10, 16-39-31**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: IDDF**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

AT-RISK PROGRAM

4.12+

The Superintendent or designee shall develop, for the Houston County Board of Education's approval, a plan for at-risk students addressing drop-out prevention.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3, 16-13-231**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: JG, JF**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

HOMEWORK ASSIGNMENT

4.13

- I. Homework, when assigned, shall:
 - A. Be thoroughly explained to students;
 - B. Be reasonable in length of time for completion of the assignment;
 - C. Be relevant to the skills/material being taught.

- II. In a departmentalized situation, Houston County School System teachers in all given subject areas shall work together in assigning homework to students to ensure that the student has time to complete all assignments.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: IHB; JFFA**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SUMMER PROGRAMS

4.14

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-(6)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SUPPLEMENTAL SCHOOL DONATIONS

4.15

Where school funds are not otherwise available for consumable instructional supplies and personal items to meet the instructional needs of Houston County School System students, donations and fees may be solicited from students and parents with such donations and fees to be known as "School Supplemental Instructional Donations and Fees," provided that any such solicitation has prior approval of the principal.

- I. Communications to parents and students in any format must clearly indicate that the response to such solicitation on the part of any student or his/her parents/guardians shall be voluntary, and no sanctions shall be imposed against the student or embarrassment caused a student or his/her parents/guardians for failure or refusal to make a donation or pay a fee.
- II. The principal shall keep the Superintendent apprised of such requests.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-11-26, 16-13-13**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-3

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDENT FEES, FINES AND CHARGES

4.16

- I. The Houston County Board of Education shall hold each student responsible for all textbooks and other educational materials issued to him/her. It shall be understood that the parent, guardian or other person having custody of any student to whom textbooks or other materials are issued shall be held liable for any loss, abuse or damage in excess of that which would result from the normal use of such materials.
- II. Fees may only be charged in courses which are not required for graduation.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-10-6,
16-13-13, 16-36-69, 16-39-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-2

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

DUAL ENROLLMENT

4.17

The Houston County Board of Education authorizes establishment of dual enrollment programs that allow certain students to enroll in post-secondary institutions to dually earn credits for a high school diploma and/or a post-secondary degree at both the high school and participating post-secondary levels. The dual enrollment program is open to all students in accordance with the following requirements:

- I. Students will not be allowed to take a core requirement unless the administration gives special permission based on unusual circumstances.
- II. Grades earned at the college level for dual credit will be a part of the student's permanent record and will be averaged into the student's overall GPA. College letter grades will be transposed into numerical grades as follows: A = 100; B = 89; C = 79; D = 69; F = 60. These grades will be weighted.
- III. Ten quarter hours or six semester hours will be equivalent to one credit at the high school level. Half credits can be earned.
- IV. Parents shall provide parental permission and transportation for students who wish to be in dual enrollment programs.
- V. The student and his/her parents or guardians are responsible for all costs of the college course(s) including transportation.
- VI. A student will not be allowed to take a course before entering the course-appropriate year in school. For example, American Government and Economics cannot be taken early to avoid it as a senior.
- VII. Students will be allowed to take Dual Enrollment/Dual Credit courses upon entering the junior year. Classes may be taken at night or during the summer. Special permission may be given during the senior year with principal's permission only.
- VIII. Students may enroll in classes toward vocational certificates for programs not available at the high school campus.
- IX. The high school is not responsible for classes that may be canceled at the college.
- X. A student must maintain a B average (85 overall GPA) in his/her high school work before enrolling in college classes for dual credit.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- XI. It is the student's responsibility for meeting all college requirements for admission including application fees, placement tests, and any other requirement of the college.
- XII. Should a student be dropped from a course for any reason at the college, the high school will not be responsible for scheduling that student into a class during the semester.
- XIII. The high school will not be responsible for Dual Enrollment/Dual Credit course credits that may not transfer to colleges.
- XIV. Dual Credit/Dual Enrollment is not an avenue for early graduation.
- XV. A request from the student for taking a college course for Dual Credit must be made in advance, allowing the high school to determine if said college course meets the State Course of Study requirements for credit.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(10)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

EMPLOYMENT OF STUDENTS

4.18+

- I. **Employment during regular school hours:** Student employment during regular school hours is prohibited, except for school-sponsored programs that require out-of-school employment as part of the learning experience (i.e., Career Technical Cooperative Education Programs, and programs associated with the Alabama Occupational Diploma (AOD) requirements.)

- II. **Employment after school hours:** No child under eighteen (18) years of age who is enrolled in any public or private primary or secondary school system shall work between 10:00 p.m. and 5:00 a.m. on any night preceding a school day. The Superintendent shall have authority to grant exemptions to the 10:00 p.m. provisions. Students who are enrolled in certified training programs as authorized by the State Department of Education shall be allowed to work past 10:00 p.m.

- III. **Employment certificate:** A certificate issued for the employment of a minor before or after school hours on school days or on weekends shall not be valid for the employment of any child under age sixteen (16) for more than three (3) hours on any school day, for more than eight (8) hours on any weekend day, and for more than eighteen (18) hours in any school week.

The Superintendent or designee is authorized to issue work certificates for children at other ages as established by current Alabama labor laws with consideration of student learning and safety. Houston County Board of Education authorizes the Superintendent to designate school system personnel to administer and establish procedures for implementing this policy.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-3-18, 16-37-4 and 5; 25-8-4; 25-8-16;
Legislative Act 87-675**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: IDCF**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

CLASSROOM INSTRUCTIONAL SUPPORT FUNDS

4.20*+

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-8.1, 16-8-8, 16-12-3,
16-36-61, 16-36-62, 16-36-68,
16-36-69, 16-36-70, 16-39-3**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: IFAA; DM**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

**INSTRUCTIONAL MATERIALS AND
TEXTBOOK MANAGEMENT**

4.21+

The Board shall approve all textbooks used in the Houston County School System. Local textbook committees shall be appointed by the Houston County Board of Education upon recommendation by the Superintendent. The number, size, and composition, which shall include parents, of the committees shall be determined by the Board. The name of each person serving on local textbook committee(s) shall be kept on file by the Superintendent.

The textbook committee(s) of the Houston County School System and the Central Office personnel designated by the Superintendent shall endeavor to insure that the selection and adoption of textbooks for use within the school system shall be in accordance with applicable provisions of Alabama law.

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-36-4 to 19; 4-16-98,
AL ACT #98-320
(House Bill H-230)**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-3-.01

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: IFAAA**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

LIBRARY MEDIA CENTERS

4.22

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

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

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

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

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

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

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-9, 16-21-1 TO 3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: IFBD**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

LIBRARY ENHANCEMENT MATERIALS SELECTION

4.23

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-8.1, 16-8-8,
16-11-23, 16-21-1 TO 3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: IFBD**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

CHALLENGED MATERIALS

4.30

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

- I. School/community citizens may register their concerns with the principal of the school where material is being challenged.
- II. All concerns shall be presented in writing to the school principal. The statement shall include the following information:
 - A. Author, compiler, or editor;
 - B. Publisher;
 - C. Title;
 - D. Reason for objection;
 - E. Page number of each item challenged; and,
 - F. Signature, address and telephone number of person making criticism.
- III. These procedures shall be followed for Houston County School System school-level reviews:
 - A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal shall notify the Superintendent or his/her designee when a committee is convened.
 - B. Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
 - C. Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
 - D. The complainant shall be informed in writing concerning the committee's recommendations.

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- IV. These procedures shall be appropriate for system-level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal.
 - A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the Superintendent to review the appeal, to evaluate the challenged materials and to make recommendations of any changes. A committee member shall not be selected from the school where the challenged materials originated.
 - B. The Superintendent shall designate a member of his/her staff to be responsible for the organization of this review committee according to School Board policies.
 - C. The committee's review shall be treated objectively and in a business-like manner and shall be conducted in the best interests of students, the schools, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
 - D. The committee's recommendations shall be submitted to the Superintendent.
 - E. The complainant shall be informed, in writing, after the committee's recommendation is received by the Superintendent.
 - F. An appeal to the Houston County Board of Education may be requested by the complainant when the school and system-level appeals do not satisfactorily resolve the concerns. The Board shall review recommendations of the school and system-level committees and shall render the final decision on the complainant's concern.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: IFBE**

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

CONTROVERSIAL ISSUES

4.31

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

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

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STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-8-28**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

PUBLIC APPEARANCE OF SCHOOL GROUPS

4.42

- I. Requests for any Houston County School System group or organization to make a public appearance shall be directed to the principal for approval.

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

FIELD TRIPS

4.43+

Only trips which are directly related to a unit of instruction being studied by a particular group of students shall be considered an educational field trip sponsored by the Houston County Board of Education. A field trip will be approved by the Superintendent or his/her designee only when related to the instructional program of the school and for which a lesson plan has been developed. The teacher shall direct the request for a field trip to the principal. The request shall include an outline of the trip and shall show how the field trip will be of benefit to the students.

- I. A field trip for one (1) calendar day shall be limited to a radius of two hundred fifty (250) miles from the school unless otherwise approved by the Superintendent or his/her designee.
- II. Overnight trips must be approved by the Superintendent or his/her designee.
- III. Transportation costs of field trips shall be paid from the school's base budget or from internal accounts. Educational field trips shall not be of a prohibitive cost to the students.
- IV. The parent/guardian shall be notified prior to any field trip. Such notice shall state the place to be visited, the date of the trip, the time of departure, and the time of return to the school. Any student making a trip shall present a note from his/her parent/guardian giving permission for the student to make the trip. All documents needed in case of emergency should be provided before the trip and should be in the possession of the Houston County Board of Education employee in charge of the field trip. Medication administration procedures shall be followed in accordance with the established medication disbursement guidelines. Trip insurance shall be in force for each approved trip.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: IFCB**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SCHOOL FUNCTIONS

4.44

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

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

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

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: AUGUST 15, 1989
REVISION DATE(S): JULY 21, 2008
FORMERLY: JH

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDENT CLUBS AND ORGANIZATIONS

4.50

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

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-23, 16-8-8**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: JHC, JHCA, JHCAA**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDENT PUBLICATIONS

4.51

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

- I. The principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, and programs and for ensuring these publications do not impede or otherwise interfere with the educational purpose of the school.
- II. The principal shall not allow advertisements of intoxicants or tobacco products or other products which would be inappropriate for the intended audience.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

ASSESSMENT PROGRAM

4.60+

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-2-.01-.04

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

TEST SECURITY

4.61

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-2-.04

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

REPORT CARDS

4.71+

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-8-35**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: IHA, JFAA**

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

NONACCREDITED OR HOME SCHOOLS

4.80

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

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

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

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

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

STATUTORY AUTHORITY: **CODE OF ALABAMA**
16-1-30

LAW(S) IMPLEMENTED: **CODE OF ALABAMA**
16-8-8, 16-8-35

ALABAMA ADMINISTRATIVE PROCEDURE ACT: **§290-3-1-.02(7)j2(k)**

HISTORY: **ADOPTED: JULY 21, 2008**
REVISION DATE(S): _____
FORMERLY: NEW

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

CAREER TECHNICAL COOPERATIVE EDUCATION

4.81

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

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

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

CRITERIA FOR PARTICIPATION

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

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

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STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-3-12, 16-3-13, 16-37-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

**ALABAMA CAREER
TECHNICAL EDUCATION STANDARDS**

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: IDCF; IHCB**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

SAFETY IN CAREER TECHNICAL CLASSES

4.82

In order to ensure safety of students and personnel in Houston County School System Career/Technical education classes, all laws, regulations, and guidelines established by local, state, and federal agencies shall be followed.

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

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

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-3-12, 16-3-13, 16-37-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§ 290-6-1-.04(6)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

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

4.83

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

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

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

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

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

1. Make students aware of the importance of the proper care of tools, equipment, furnishings, and materials at school and in the work place.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

2. Maintain tools and equipment daily.
3. Maintain an accurate inventory of tools, supplies, and equipment.
4. Notify the principal of safety hazards and/or problems with heating, cooling, lighting, or ventilation that may interfere with learning.
5. Take appropriate disciplinary actions against persons who abuse facilities and/or equipment.
6. Secure tools, equipment, and work areas before leaving the class, laboratory, or shop area for any time.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-3-12, 16-3-13, 16-37-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§ 290-6-1-.10(1-3) revised

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

LIVE WORK IN CAREER/TECHNICAL PROGRAMS

4.84

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

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

The person or organization for which the live work project is performed shall assume all costs of materials, supplies, and parts associated with the work performed by students. The career/technical teacher is responsible for documenting the live work through a work order, the invoicing of the person/organization for whom the work is performed, and the collection of all charges associated with the live work projects performed by students. The Houston County Board of Education, the school, nor school employees shall receive economic benefit from career/technical education live work projects.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-3-12, 16-3-13, 16-37-1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-6-1-.04(5)

HISTORY:

ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

**PLACEMENT AND FOLLOW-UP OF
CAREER/TECHNICAL GRADUATES**

4.85

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

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

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-3-12, 16-3-13, 16-37-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-6-1-.06(2)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 5.00 – STUDENTS

ADMITTANCE/ENROLLMENT REQUIREMENTS

5.10

- I. Any student who initially enrolls in the Houston County School System shall be required to present certification of immunization as required by law.
 - A. Students who are under twenty-one (21) years of age and are attending adult education classes shall present certification of immunization for communicable diseases.
 - B. Immunization shall be required for the prevention of those communicable diseases designated by the State Health Officer.
 - C. A transfer student and any student for whom the lack of a certificate of immunization is related to their residential, immigrant, or English-speaking status, may be granted thirty (30) school days to provide documentation of school-entry health examination and certificate of immunization record.
 - D. Exceptions may be granted as provided in Alabama statutes and federal law.

- II. The school principal shall determine grade placement of students from a private or non-public school or from home education based on state regulations and Houston County Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3,
16-30-1, 16-30-4**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: JGCB**

CHAPTER 5.00 – STUDENTS

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

5.10.1

- I. All homeless, migratory, immigrant, and limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized.

- II. Students who live in the attendance areas of Houston County School System and who are homeless, migratory, immigrant and/or limited English proficient shall not be prohibited from school attendance due to any of the following:
 - A. Residency requirements
 - B. Lack of social security number
 - C. Lack of birth certificate
 - D. Lack of school records or transcripts
 - E. Lack of immunizations
 - F. Legal custody requirements
 - G. Transportation
 - H. Language barriers
 - I. Disabilities

CHAPTER 5.00 – STUDENTS

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3, 16-30-3, 16-30-4
No Child Left Behind Act of 2001,
Title VII-B of the McKinney-Vento Homeless
Assistance Act of 2001 (42 USC 11431 et seq.)**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: JB**

CHAPTER 5.00 – STUDENTS

KINDERGARTEN ADMISSION

5.11

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

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-41, 16-28-4**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-5-1-.01(3)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 5.00 – STUDENTS

FIRST GRADE ADMISSION

5.12

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

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-28-4**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: JGCB**

CHAPTER 5.00 – STUDENTS

ENROLLMENT:	NON-RESIDENT AND OUT OF ZONE	5.20
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Traditional/current bus routes will establish each school's attendance zone in the county.

Students residing in the attendance areas of Houston County Schools will attend the school for which he/she is zoned as determined by the traditional/current bus route.

In custody situations, a student's attendance zone is established by residence of the custodial parent with whom the student resides.

Out-of-district transfers will not be approved.

Out-of-zone transfers will be not be approved.

Students, and their siblings, previously approved and attending a school outside their attendance zone will be allowed to remain in their current school. No transportation will be provided to students granted this exemption.

Newly enrolled students in the Houston County School District (district and zone will be withdrawn immediately upon the determination of a fraudulent address/residency.)

Employees of the Board, who live out of the district/zone may enroll their child/children in the school zone where they are assigned to work.

The Houston County Board of Education only accepts custody or legal guardianship as determined by an appropriate court. Items such as notarized affidavits, educational guardianship records, etc. will not be accepted as proof. Students are required to reside in the custodial home on a year round basis except for court ordered visitation periods.

CHAPTER 5.00 – STUDENTS

ENROLLMENT:	NON-RESIDENT AND OUT OF ZONE	5.20
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In certain circumstances, permission to be released from attending school in the Houston County School District may be granted by the Superintendent of Education, whose primary consideration will be the overall effect such a release might have on the individual school/schools.

No student shall be denied school attendance on the basis of race, sex, religion, or national origin.

Nothing in this policy shall interfere with the implementation and application of the McKinney-Vento Homeless Assistance Act of 2001.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAWS IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

290-3-1-02

HISTORY:

**ADOPTED:
09/2012**

CHAPTER 5.00 - STUDENTS

GRADUATION REQUIREMENTS

5.22*+

All students entering the 9th grade will be required to complete course requirements specified by the Alabama State Board of Education as follows:

Beginning with the 2006-2007 school year, all students entering the 9th grade will be required to pass a total of 28 credits. Students in the 10th grade in the 2006-2007 school year will be required to pass a total of 28 ½ credits. Students in the 11th grade in the 2006-2007 school year will be required to pass a total of 29 credits. Students in the 12th grade in the 2006-2007 school year will be required to pass a total of 29 ½ credits.)

Standard Diploma Requirements

English	4units
Mathematics (to include the equivalent of Algebra 1 and Geometry)	4units
Social Studies (to include one unit of Grade 9 Social Studies, World History, U.S. History, and ½ unit each of Government and Economics)	4units
Science (to include one unit of Biology and one unit of Physical Science)	4units
Health Education	½ unit
Fine Arts	½ unit
Computer Applications	½ unit
Physical Education	1 unit*

(*beginning with Class of 2010)

Electives	
Class of 2007	11 units
Class of 2008	10 ½ units
Class of 2009	10 units
Class of 2010	9 ½ units

The following diplomas and certificates will be available for issuance by all high schools in the Houston County School System:

- I. **STANDARD DIPLOMA** – Standard diplomas will be awarded to students who earn the required Carnegie Units (credits) for graduation and pass all sections of the *Alabama High School Graduation Examination (AHSGE)*. C course requirements for the standard diploma and procedures related to the administration of the AHSGE are published annually in school system publications such as the student/parent handbook. Advanced levels of courses may be substituted for courses listed for the standard diploma. Credits and/or units needed to fulfill graduation requirements must be earned in grades 9-12. Using alternate requirements, a standard diploma may be issued to any student

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with a disability(s) as defined by the *Individuals with Disabilities Education Act* who has taken the AHSGE through the twelfth grade, has passed all except one subject-area test of the AHSGE, and has met all other graduation requirements. Documentation of alternate requirements must include evidence of having earned all required credits for graduation, of possessing a disability in the area where a subject-area test of the AHSGE has not been passed, of having fulfilled attendance requirements, and of having acquired a cumulative C average in Grades 9-12. This flexibility is retroactive to students who began the ninth grade in the 1997-1998 school year.

- II. **ADVANCED DIPLOMA** – Diplomas with advanced academic endorsement will be awarded to students who earn the required Carnegie Unit (credits) for graduation at the highest levels offered at the school and pass all sections of the *Alabama High School Graduation Examination (AHSGE)*. Course requirements for the advanced diploma and procedures related to the administration of the AHSGE are published annually in school system publications as the student/parent handbook. A student meeting all the requirements for a diploma with advanced academic endorsement except Advanced English 9 may request a waiver of that requirement after meeting all other requirements for the advanced diploma. In compliance with State of Alabama mandates that prohibit tracking, Houston County Schools will work with a student who decides after the sophomore year to pursue a diploma with advanced academic endorsement. A student who has not completed advanced levels of courses at grades 9 and 10 may request a waiver from the State Department of Education through the Houston County Board of Education Central Office. Efforts will be made to assist such a student in obtaining the necessary waivers and/or in scheduling advanced levels of courses not taken. Eleventh and twelfth grade courses must be the most advanced level offered at the school or the AP level.
- III. **ALABAMA OCCUPATIONAL DIPLOMA** – The Alabama Occupational Diploma option is designed for students with mild to moderate disabilities who, in the opinion of the IEP committee, are appropriate candidates. This option is designed to provide for meaningful inclusion of students with disabilities in the community and the workplace. It is effective for students with disabilities as defined by the *Individuals with Disabilities Education Act (Public Law 105-17)* who began the tenth grade after the 1997-98 school year. Students must earn the course credits described for this diploma in annual school system publications as the student/parent handbook and must successfully complete an approved occupational portfolio in order to be awarded the Alabama Occupational Diploma.
- IV. **GRADUATION CERTIFICATE** – A graduation certificate may be awarded to special education students, with the exception of the gifted and the speech-impaired, who have pursued the objectives established for them by the IEP

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committee. If the student's IEP committee, after examining all pertinent data, decides that the student is not capable of attempting and/or passing the required content for the Alabama Occupational Diploma or the standard diploma with the *Alabama High School Graduation Examination*, then the senior student will be issued the graduation certificate instead of a diploma. The certificate is awarded to the student for having pursued those goals established by the IEP committee. Such a student will have the same opportunities to participate in all other activities associated with graduation from high school.

- V. **ALTERNATE ADULT HIGH SCHOOL DIPLOMA** – Effective with the 2000-2001 school year, seniors who are pursuing the *Alabama High School Diploma* (AHSD) may also pursue the Alternate Adult High School Diploma (AAHSD). This diploma option is available to students, with or without disabilities, who have been unable to pass the requirements of the *Alabama High School Graduation Exam* (AHSGE) by the end of the fall administration of their senior year. With written parental permission to participate, these students may obtain the AAHSD by passing the General Educational Developmental (GED) certification program and earning the required course credits for the AHSD. These students shall continue to pursue the AHSD by participation in subsequent AHSGE testing prior to the completion of their senior year. Students must earn standard scores established by the American Council on Education GED Testing Service. Students who pass the GED may not receive their GED certificate prior to graduation of respective graduating class. A HSGE remediation and GED preparation classes will be available to all students who pursue these diploma options.

All requirements for graduation must be met for participation in graduation ceremonies. Credits and/or units needed to fulfill graduation requirements must be earned in grades 9-12.

Regular program (non-special education) students who are classified as seniors who have earned the required number of Carnegie Units (credits), but who have failed one or more portions of the AHSGE may retake the AHSGE when it is offered in the following school year(s). Students are eligible to receive remediation until the age of 21. Written information to the student will include specific information about his or her test performance as well as remediation and additional test-taking opportunities. When the student passes all sections of the AHSGE, he or she will be issued a diploma and will be eligible to participate in the next scheduled graduation ceremony. Regular program (non-special education students) who are classified as seniors and who have not earned the Carnegie Units (credits) necessary but who have passed the AHSGE may continue to pursue the Carnegie Units needed for graduation until the age of 21. When the student has earned the required number of Carnegie Units (credits), he or she will be issued the earned diploma and be eligible to participate in the next scheduled graduation ceremony.

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Regular program (non-special education) students who fail to earn a diploma may pursue the General Educational Developmental (GED) certification program.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-8-29, 16-40-01, 16-26-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-030-010-.06(11)(k)1

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: IHD**

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VALEDICTORIAN, SALUTATORIAN, HONOR GRADUATES

5.23

The grades earned in all required courses from the ninth grade through the first semester of the twelfth are used for determining valedictorian, salutarian, and honor students in the Houston County School System high schools. Students selected for these honors must be pursuing the Advanced Academic Endorsement. The following criteria shall be used in computing student grade point averages:

1. The student with the highest grade point average will be valedictorian.
2. The student with the second highest grade point average will be salutarian.
3. In case of a tie, there will be a co-valedictorians or co-salutarions. Grade point averages which have a differential of 0.25 or less will be considered a tie.
4. Honor students must maintain an overall average of 90 or above in grades 9-12 in all courses.
5. The student must have exemplary conduct and leadership qualities.
6. The transfer student must have transferred in by his/her junior year to be considered for valedictorian or salutarian unless the transfer was a result of a move into the school's attendance zone by the parents of the student. The transfer student could then share the honor with the valedictorian or salutarian who had fulfilled the residency requirements. Honor students may transfer in at any time.
7. Grade point averages shall be computed at the end of the first semester of the senior year. This will be done immediately after grades are posted to the grade sheets. Grade point averages will be expressed in numbers and carried to two decimal places.
8. The school principal, counselor and a senior sponsor will average grades, check records, and give final approval for honors to be announced no later than February of each school year.

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9. If letter grades are present on a candidate's transcript, the candidate must have the respective school(s) attended submit the grades in numerical form. If school officials of the school the student attended cannot or will not convert the letter grades to numerical grades, the letter grades will be transposed to numerical grades as follows:

A+ = 99	B+ = 89	C+ = 79	D+ = 69	F = 55
A = 95	B = 85	C = 75	D = 65	
A- = 90	B- = 80	C- = 70	D- = 60	

12. Any extraordinary situations or circumstances that may arise will be resolved by the school principal in consultation with the Superintendent and/or his/her designee.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§ _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: IHCA; JFF**

CHAPTER 5.00 – STUDENTS

STUDENT HARASSMENT PREVENTION

5.28

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

- II. Definitions
 - A. The term "harassment" as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the characteristics set forth in Section III B below. To constitute harassment, a pattern of behavior may do any of the following:
 - Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
 - B. The term "violence" as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
 - C. The term "threat of violence" as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
 - D. The term "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

CHAPTER 5.00 – STUDENTS

- E. The term “student” as used in this policy means a student who is enrolled in the **HOUSTON COUNTY SCHOOL DISTRICT**.

III. 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 Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

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

- The student’s race;
- The student’s sex;
- The student’s religion;
- The student’s national origin; or
- The student’s disability.

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

V. 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 his/her 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 designee will undertake an investigation of the complaint within 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

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student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

- C. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy is subject to disciplinary sanctions as outlined in the Code of 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.
- VI. 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 **HOUSTON COUNTY SCHOOL SYSTEM website.**

REFERENCE(S):

**CODE OF ALABAMA
16-8-8; LEGISLATIVE ACT 2009-571**

HISTORY:

**ADOPTED: _____
REVISED: _____
FORMERLY: NEW**

CHAPTER 5.00 – STUDENTS

STUDENT CONDUCT AND SUPERVISION

5.30*+

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

- I. The principal or the principal's designated representative shall ensure that students are properly supervised while at school and during any school-sponsored activity.
- II. The teacher, other members of the instructional staff, bus driver, or other assigned supervisory staff shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.
- III. The Houston County Board of Education's authority and responsibility do not extend to students while they are being transported by private vehicles not affiliated with a school-sponsored activity or on school property.
- IV. The Code of Student Conduct and any revisions shall be approved and adopted by the Houston County Board of Education. The Code of Student Conduct shall:
 - A. Be developed with input from Houston County Board of Education members, appropriate grade level teachers, school personnel, school administrators, students, and parents.
 - B. State grounds for disciplinary action procedures and the rights of students.
 - C. Be distributed to all Houston County School System teachers, school personnel, students, and students' parent(s)/legal guardian(s) at the beginning of each school year or upon enrollment.
 - D. Be filed in the Superintendent's office and in the office of the school principal.
- V. The Code of Student Conduct shall be discussed with students, parents and teachers at the beginning of each year. Students who enroll after the beginning of the school year shall be given an orientation to the Code of Student Conduct upon enrollment.

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- VI. The principal shall use the Code of Student Conduct to familiarize students with Houston County Board of Education rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he or she deems it necessary.

- VII. Wearing apparel, jewelry, make-up, or any mannerisms related to style which are determined by the principal or designee to be disruptive to the educational process of the school or harmful to the safety of any student shall be prohibited.

Student shall be notified of the unacceptable wearing apparel, jewelry, make-up, or mannerisms related to style and shall be given a reasonable amount of time to make proper alterations.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-14, 16-1-24.1, 16-6b-5, 16-8-8,
16-12-3(A), (B), 16-28-2,
16-28-12 TO -16, 16-28a-3, 16-28a-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: JCD, JD**

CHAPTER 5.00 - STUDENTS

CORPORAL PUNISHMENT

5.30.1

To maintain discipline or to enforce Houston County School System rules, the principal or his/her designee may administer corporal punishment. Such punishment should never be in the presence of other students. A parent or guardian may make a written request that a student be exempted from corporal punishment and that an alternative punishment be made. The procedures listed below must be followed to guarantee proper and legally required due process on behalf of the student.

- I. The student must have been informed previously that his/her behavior could bring about the use of corporal punishment.
- II. Prior to corporal punishment, initial efforts and/or alternative methods should be taken in an attempt to modify the student's behavior.
- III. The administration of corporal punishment must occur in the presence of another Houston County school official but only after:
 - A. The school official is informed about the reason for punishment in the presence of the student.
 - B. The student is given the opportunity to defend his/her position.
 - C. It has been determined that the instrument to be used to implement corporal punishment is appropriate for the aged and physical size of the student being punished.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-28A-1, 16-28A-2, 16-28A-3, 16-28A-5**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: JDA**

CHAPTER 5.00 - STUDENTS

DETENTION, SEARCH, AND SEIZURE

5.31+

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

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1. The student shall be retained in the presence of school officials under constant observation and supervision.
2. Parents or legal guardians of the student shall be notified and requested to come to the school.
3. Parents or legal guardians shall be informed of the situation and asked to search the student.
4. If parents or legal guardians refuse to cooperate with school officials, appropriate law enforcement authorities shall be notified and proper suspension or expulsion procedures shall be initiated.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: JCAC, JCAB, JCA**

CHAPTER 5.00 – STUDENTS

USE OF VIDEO SURVEILLANCE EQUIPMENT

5.31.1

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

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

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

All Houston County School System personnel, students, and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events, and on system owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school safety, disciplinary matters, law enforcement, or other lawful purposes.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: JCAD**

CHAPTER 5.00 – STUDENTS

USE OF METAL DETECTORS

5.31.2

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

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

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 5.00 – STUDENTS

USE OF CANINE LAW ENFORCEMENT

5.32

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

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

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DEADLY WEAPONS

5.32.1

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

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

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

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

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

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

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

Any person who violates the provisions of this policy may be arrested on the appropriate warrant signed by the principal or appropriate school authority.

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: JCD, JGFAAG**

CHAPTER 5.00 – STUDENTS

EXPULSION

5.33*+

- I. The school principal may recommend to the Superintendent, the expulsion of any student who has committed a serious breach of conduct according to the Code of Student Conduct.
- II. Any student who is being considered for dismissal shall be accorded due process of law prior to dismissal. This shall include the following:
 - A. Written copy of the charges against the student;
 - B. The offer of a hearing at which the student may call witnesses and present evidence in the student’s own behalf;
 - C. The right to cross-examine witnesses;
 - D. The right to defend the student’s actions;
 - E. Legal counsel at the student’s expense to assist the student in presenting a defense; and
 - F. A written copy of the Houston County Board of Education’s findings or action.
- III. Provisions for the expulsion of exceptional education students shall be described and set forth in the Code of Student Conduct; however, the dismissal of an exceptional education student shall not result in a complete cessation of educational services. The Houston County School System is responsible for providing the dismissed student’s education during the expulsion in accordance with a revised individual education plan (IEP).

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-8-9, 16-12-3, 16-28A-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: JDE**

CHAPTER 5.00 – STUDENTS

STUDENT CHECK-OUT

5.34

- I. No student shall be permitted to leave the Houston County school grounds during the school day for school business/activities without the principal's/designee's prior approval or consent from the student's parent(s)/legal guardian provided an acceptable reason is established.

- II. The principal or the designee shall establish definitely the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent/guardian having custody of the child, the principal or designee concerned shall not release the child without the verified authorization of the parent/guardian who has custody of the child.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 5.00 – STUDENTS

STUDENT ATTENDANCE

5.40*+

- I. It is the belief of the Houston County School System that there is a direct relationship between attendance and the performance of students in the school system. All students should attend school regularly and be on time for all classes in order to receive the greatest benefit from the instructional program and to develop habits of punctuality, self-discipline, and individual responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and continue to successfully complete high school.
- II. Alabama State law requires that every child between the ages of seven (7) and 16 (16) years be in attendance at school. It shall be the policy of the Houston County Schools to enforce this law. Admission requirements of age may be found in Policy 5.11 and 5.12. Compulsory school attendance is described in Policy 5.41.
- II. Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the State Board of Education. A student who is absent or tardy without the principal's/designee's approval shall have his/her parent(s)/legal guardian report such absences or tardies to the school center in the manner prescribed by the Houston County School System *Attendance Policy*.
 - A. The *Attendance Policy* shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.
 - B. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal /designee shall implement this provision on an individual basis pursuant to Alabama statutes and State Board of Education rules.
 - C. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.
 - D. Any absence not approved by the provision of this policy is an unexcused absence (i.e., work, truancy, or parental neglect). Students may not make up work if the absence is unexcused.
- III. Student attendance will be monitored on a daily basis and parents contacted as required by law.

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- IV. A person designated by the Superintendent or his/her designee shall investigate truancy problems.
- A. A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual.
- B. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:
1. First truancy/unexcused absence (warning):
 - a. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
 - b. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedure that shall be followed in the event that other unexcused absences occur.
 2. No earlier than the fifth unexcused absence (conference):
 - a. The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
 - b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
 - c. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Alabama (1975) Section 16-28-12-C(failure to cooperate), or a truancy petition against the child, whichever is appropriate.
 3. No earlier than the seventh unexcused absence, but within ten (10) school days a court complaint/petition against the child and/or the

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parent/guardian, if appropriate, shall be filed by the school principal.

4. For a child under probation, the following procedures shall be implemented:
 - a. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975) Sections 12-15-100 and 105.
 - b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.
- C. Lack of attendance shall result in loss of credit or school failure as follows:
1. A student must be in attendance in each class 170 days or more of the 180-day total school year.
 2. Attendance policies for grades K-8 are based on the entire school year. Students may be failed (retained) whenever absences exceed ten (10) days per school year. Students in grades K-8 who miss more than ten (10) days in one school year will be given a grade of “F” unless extenuating circumstances exist as determined by the principal.
 3. Grades 9-12 operate on a semester basis. During either the first or second semester, a student may be failed (retained) whenever the total absences exceed five (5) days or three(3) days for all 9-weeks’ courses. Students in grades 9-12 who miss more than five (5) days or three(3) days for all 9-weeks’ courses will be given a grade FA (Failure due to absences) unless extenuating circumstances exist as determined by the principal.
 4. A kindergarten student who accumulates more than ten (1) absences in one school year may be withdrawn from the roll for the remainder of the school year.
- V. A written excuse will be required of all students, grade K-12) after each absence to be presented upon the day of return of the student to school.
- A. The principal of the school or his/her designee will determine the excused or unexcused status of an absence. If an acceptable reason for excusing an absence is not presented with three (3) days of the return of the student to school, the absence will be coded unexcused.

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- B. The parent/ legal guardian of a student in grades K-8 may submit written documentation of absence up to ten (10) days per year. Absences beyond ten (10) days per year will be excused only with the documentation of a physician, except as specified by Board policy.
 - C. The parent/legal guardian of a student in grades 9-12 may submit written documentation of absence up to five (5) days per semester or three (3) days for all 9-weeks' courses). Absences beyond five (5) days per semester or three (3) days for all 9-weeks' courses will be excused only with the documentation of a physician, except as specified by Board policy.
- VI. Student attendance for driver's license purposes shall be processed as prescribed by law.
 - VII. Each Houston County school and the Houston County School System shall take appropriate action as required by Alabama statutes when a student has excessive absences or is truant.
 - VIII. The enrollment and attendance of a child in a church school shall be filed with the Houston County Superintendent by the parent or legal guardian of the child on a form provided by the Superintendent. This form shall be countersigned by the administrator of the church school and returned to the Superintendent by the parent/legal guardian. When the child no longer attends the church school, the parents or legal guardian will direct the church school to notify the Houston County Superintendent that the child is no longer in attendance.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-28-3, 16-28-4,
16-28-6, 16-28-12, 16-28-16, 16-28-40**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: JBD, JB, JBE**

CHAPTER 5.00 – STUDENTS

COMPULSORY SCHOOL ATTENDANCE AGE

5.41*+

Every student residing in the area served by the Houston County School System between the ages of seven (7) and sixteen (16) years shall be required to attend a state-approved school for the entire length of the school term in every scholastic year. Every student must attend the entire length of each school term through the day preceding the sixteenth (16th) birthday. Students of school age not known to be enrolled in school shall be reported to proper authorities. An accurate record of attendance for each student shall be maintained by the classroom or homeroom teacher or other designated person.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-28-3, 16-28-4,
16-28-6, 16-28-12, 16-28-16, 16-28-40**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: JBA**

CHAPTER 5.00 – STUDENTS

REVOCATION OF DRIVER'S LICENSE OR LEARNER'S PERMIT

5.42*+

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

I. Requirements

School officials will verify enrollment status by completing Part I of the Student Enrollment/Exclusion Status form. Students who are age 16 - 19 who drop out of school will be reported to the Department of Public Safety, and their driver's license will be subject to revocation. The driver's license or learner's permit of any enrolled student who accumulates 10 or more consecutive absences or 15 or more cumulative unexcused absences in a given semester will be reported and will be subject to revocation.

II. Exemptions

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

Exemptions are allowed for:

- A. Students unable to attend school due to mental or physical limitations.
- B. Students who are gainfully employed under the provisions of the Child Labor Laws.
- C. Students who lack transportation and live beyond a two mile radius from the school.
- D. Students enrolled in a General Educational Development Program.
- E. Students who are participating in a job training program approved by the state superintendent.
- F. Students who are parents with custody of a minor or unborn child.
- G. Students who have a certified statement from a physician stating that for medical reasons their parents depend on them as their sole source of transportation.

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III. Appeal Process

The appeal of a decision regarding the enrollment status of a student shall be submitted to the local school. To appeal, the student shall submit to the school principal, within five (5) days of the issuance of enrollment status, written notification of intent to appeal, including a statement of reasons for the appeal. Except as otherwise provided herein, the appeal process shall follow the procedures stated in Houston County School System Student Attendance Policy

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-28-40**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-7(1)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

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STUDENT INJURY

5.60

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

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REVISION DATE(S): JULY 21, 2008
FORMERLY: JGF**

CHAPTER 5.00 – STUDENTS

STUDENT ILLNESS

5.61

- I. The teacher, principal or nurse shall isolate a student who becomes ill while at a Houston County school until the student can be removed to his/her home. A student with a t emperature above normal, diarrhea, or emesis, or a communicable disease such as pink eye, strep, impetigo shall be evaluated and sent home.
- II. No internal medicine of any kind may be given to a student without the written permission of the parent(s)/legal guardian(s).

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

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HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 5.00 – STUDENTS

ADMINISTRATION OF MEDICATION

5.62

Administration of Prescription and Non-prescription Medication

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

Medication shall be counted with two (2) persons signing.

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- V. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.
- VI. Prescription medication which is kept at school shall be stored in a secure place under lock and key with the student’s name attached. Only authorized Houston County School System staff who administer said medication shall have access to it.
- VII. A record shall be maintained on each student who receives a prescription medication during school hours, including the time each dose of prescription medication was administered.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: JGC**

CHAPTER 5.00 – STUDENTS

STUDENTS WITH AIDS OR HIV DISEASE

5.63

The Houston County School System shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote these goals.

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

I. School Attendance

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

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

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

II. Employment

The Houston County School System does not discriminate on the basis of HIV infection or association with another person with HIV infection. In accordance with the Americans with Disabilities Act of 1990, an employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

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III. Privacy

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

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

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

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

IV. Infection Control

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

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

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

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V. HIV and Athletics

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

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

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

VI. HIV Prevention Education

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

- A. Be taught at every level, kindergarten through grade twelve;
- B. Use methods demonstrated by sound research to be effective;
- C. Be consistent with community standards;
- D. Follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC);
- E. Be appropriate to students' developmental levels, behaviors, and cultural backgrounds;
- F. Build knowledge and skills from year to year;
- G. Stress the benefits of abstinence from sexual activity, alcohol, and other drug use;
- H. Include accurate information on reducing risk of HIV infection;
- I. Address student's own concerns;
- J. Include means for evaluation;

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- K. Be an integral part of a coordinated school health program;
- L. Be taught by well prepared instructors with adequate support; and
- M. Involve parents and families as partners in education.

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

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

VII. Related Services

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

VIII. Staff Development

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

IX. General Provisions

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

This policy is effective immediately upon adoption. In accordance with the established policy review process, or at least every three years, the

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superintendent shall report on the accuracy, relevance, and effectiveness of this policy and, when appropriate, provide recommendations for improving and/or updating this policy.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

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HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: JGCC**

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EYE PROTECTION DEVICES

5.64

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-7, 16-8-8**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(A)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 5.00 – STUDENTS

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

5.68

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

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

An AED will be maintained on the premises of each school in the Houston County School System. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. The AED at elementary schools shall have adult pads/electrodes and child pads/electrodes. The lead school nurse will be responsible for coordinating the AED program, communicating with the medical director for revision of this policy as needed.

- I. The medical advisor of the AED program shall be a licensed physician approved by the Board. He/she will be responsible for providing medical direction, writing prescriptions for AEDs, reviewing/approving guidelines for emergency procedures related to cardio-pulmonary resuscitation (CPR) and use of AEDs, and evaluation of post-event review forms.
- II. All members of the Emergency Response Team (ERT) who have successfully completed appropriate training and/or any volunteer responder who has successfully completed an approved CPR+AED training programs and has a current course completion card are authorized AED users.
- III. The ERT members' responsibilities shall include providing prompt basic life support including AED and first aid according to training and experience. ERT members provide activities of the internal emergency response system. In addition ERT members are responsible for understanding and complying with the requirements of this school system policy.
- IV. School system office aides are responsible for receiving emergency medical calls from internal locations, contacting the EMS (911) if required, and deploying the school nurse and internal ERT members to the location of the emergency.
- V. Initial training in first aid/CPR/AED use will be conducted through the American Red Cross or American Heart Association. ERT members will renew CPR/AED

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training annually and first aid training every three (3) years. Training records will be kept by the lead school nurse.

- VI. Any responding ERT member or volunteer responder shall complete a medical event form whenever the AED is used. The school system shall provide an official form for this purpose. Any and all patient information generated during AED use must be collected into the patient's confidential medical file.
- VII. All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness.
 - A. The school nurse will be responsible for informing the office personnel as well as ERT members of changes in the availability of emergency medical response equipment.
 - B. The school nurse will be responsible for performing regular equipment maintenance. All maintenance tasks shall be performed according to equipment procedures as outlined by the manufacturer.
 - 1. Once each calendar year, the school nurse shall conduct and document a system readiness review, including review of training records and equipment operation and maintenance records.
 - 2. Once each calendar month, the school nurse shall conduct and document a system check. This will include review of emergency kit supplies, AED battery life, and AED operation status.
 - C. Following use of emergency equipment, all equipment shall be cleaned and/or decontaminated as required. The AED will be checked and put back in readiness state.
- VIII. Following each deployment of the ERT or use of an AED, a review shall be conducted to learn from the experience. The school nurse shall conduct and document the post-event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement, as well as critical incident stress debriefing. A summary of the post-event review shall be sent to the medical director. The school nurse shall maintain a copy of the review summary.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

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LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

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STUDENT RECORDS

5.70

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
2021.5.C.1232(B)(G)(H),
16-8-8
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: JR**

CHAPTER 5.00 – STUDENTS

DIRECTORY INFORMATION

5.71*+

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

- I. Directory information may include the following data about a student:
 - A. Name;
 - B. Address;
 - C. Telephone number, if listed;
 - D. Participation in officially recognized activities and sports;
 - E. Weight and height, if an athletic team member;
 - F. Name of the most recent school or program attended;
 - G. Dates of attendance at schools in the system and degrees and awards received.
- II. Information described in subsections I.A., D., E., F., and G. herein may be published routinely by the Houston County Board of Education in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.
- III. Directory information shall not be published when the student's parent(s)/legal guardian submits written notification to the principal prior to September 1, or within ten (10) school days after the student enrolls. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
FAMILY EDUCATIONAL RIGHTS AND PRIVACY
ACT OF 1974, SECTION 99.37, 16-8-8**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 5.00 – STUDENTS

PARENTAL NOTIFICATION

5.72

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

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STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3
No Child Left Behind Act of 2001**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01, §290-3-1-.02

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: IHAD**

CHAPTER 5.00 STUDENTS

LEA PARENT INVOLVEMENT

5.73

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

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

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

Affording parents substantial and meaningful opportunities to participate in the education of their children shall be assured by and through the use of advisory committees, opportunities to volunteer, parent involvement meetings, parent-teacher conference days, reasonable access to staff, written resource materials, community and system wide surveys, as well as needs assessments.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-8-8, 16-11-9, 16-12-3
No Child Left Behind Act of 2001

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW

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EXTRACURRICULAR ACTIVITIES

5.80

All extracurricular activities within a Houston County School System school shall be teacher and school-sponsored. All students shall have the opportunity to participate in worthwhile extracurricular activities provided they are eligible to participate.

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

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

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

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

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STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(17)

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: IDE: JH**

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ATHLETICS

5.81

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-11-15**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: IDE**

CHAPTER 5.00 - STUDENTS

CHEERLEADING

5.82

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

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

- I. Cheerleading squads must be under the direction of a certified Houston County Board of Education employee who serves as the coach or sponsor.
- II. The sponsor or coach must attend and actively direct all cheerleading squad functions, practices and performances.
- III. Use of mini-trampolines, springboards or any height-increasing apparatus is prohibited.
- IV. Prior to trying out for membership on a cheerleading squad, each student must present evidence from a properly licensed physician, that the student is in appropriate cardiovascular condition to participate in cheerleading activities.
- V. Cheerleading sponsors/coaches should maintain a low-impact, aerobic conditioning program for the cheerleading squad for which they are responsible.
- VI. Aerobic warm-up and stretching exercises, under the direction of the sponsor/coach, should precede all practices and performances.
- VII. All students trying out for and participating in cheerleading squad activities must be insured under a catastrophic student accident policy.
- VIII. Cheerleading stunts are limited to those types of activities that involve double or partner stunts. Pyramids two high will be allowed. These activities will be under the direct supervision of the certified teacher sponsor.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: JH**

CHAPTER 5.00 - STUDENTS

INTERNET ACCEPTABLE USE

5.90

The Houston County School System is pleased to make available to students access to interconnected computer systems within the district and to the internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the Houston County School System to be able to continue to make its computer network and internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the school district and the Data Acquisition Site that provides internet access to the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and her/his parents or guardians.

Listed below are the provisions of your agreement regarding computer network and internet use. If there are questions about these provisions, contact the designated Houston County School System employee. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

- I. Personal Responsibility – By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.
- II. Term of the Permitted Use - A student who submits to the school, as directed, a properly signed policy and follows the policy to which he or she has agreed will have computer network and internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

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III. Acceptable Uses

- A. Educational Purposes Only – The Houston County School System is providing access to its computer networks and internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
- B. Unacceptable Uses of Network – Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the Houston County School System Code of Student Conduct; view, transmit or download pornographic materials or materials that encourage others to violate the law; or intrude into the networks or computers of others, and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the network are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
 2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using her/his access to the network or the internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; or participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 3. Uses that jeopardize the security of student access and of the computer network or other networks on the internet. For example, do not disclose or share your password with others, and do not impersonate another user.
 4. Uses that are personal commercial transactions. Students and other users may not sell or buy anything personal over the internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

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C. Netiquette – All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to others users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

D. Internet Safety

1. General Warning: Individual Responsibility of Parents and Users – All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
2. Personal Safety – Be safe. In using the computer network and internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the internet in a secluded place or in a private setting.

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3. “Hacking” and Other Illegal Activities – It is a violation of this policy to use the school’s computer network or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance is strictly prohibited.
4. Confidentiality of Student Information – Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Alabama law, for internal administrative purposes or approved educational projects and activities.
5. Active Restriction Measures – The school, either by itself or in combination with the Data Acquisition Site providing internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 or older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or erection;

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- b. 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;
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.
- E. Privacy – Network and internet access is provided as a tool for your education. The Houston County School System reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.
- F. Failure to Follow Policy – The user's use of the computer network and internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.
- G. Warranties/Indemnification – The Houston County School System makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and internet access opportunity to the Houston County School System and all of their administrators, teachers, and staff harmless from

CHAPTER 5.00 - STUDENTS

any and all loss, costs, claims or damages resulting from the user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and internet, whether that use is on a school computer or on another computer outside the Houston County School System's network.

- H. Updates – Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or her/his parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3, 16-13-231**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: IFBG**

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYMENT

6.10*+

- I. All personnel shall be appointed or re-appointed as prescribed by Alabama law and in conformance with applicable State Board of Education and Houston County Board of Education rules.
- II. The Superintendent is directed to develop appropriate employment procedures governing the recruitment, screening, selection, appointment and employment of all Houston County School System personnel. Employment qualifications and other criteria will be listed in job descriptions for each position within the school system.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-12-16, 16-12-19,
16-22A-1, 3 & 4, 16-23-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§209-2-1-5

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYMENT STATUS

6.11

- I. Full Time - A regular full time certified employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the Houston County Board of Education for that position or job. A full time support employee includes adult bus drivers and those employees working twenty (20) or more hours per week.
- II. Part-time - A part-time certified employee is a person who is employed to render less than the number of hours each day as established by the Houston County Board of Education for a regular full time employee. A part-time support employee is a person employed less than twenty (20) hours per week.
- III. Temporary - A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may be a part-time or a full-time employee.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-12-20, 36-25-1, 36-26-100**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

POSTING VACANT POSITIONS

6.12

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

CHAPTER 6.00 – HUMAN RESOURCES

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-12-16, 16-22-15, 16-24B-7**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

JOB DESCRIPTIONS

6.13+

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-19,
32-6-49.1, et seq.**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

CONFLICTS OF INTEREST

6.14

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-12-3(a), 16-12-15, 16-24-8,
36-25-1(8), 36-25-2(a), (b), (d),
36-25-5(a), 36-25-8**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-1

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

GIFTS

6.14.1

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 36-25-1, et al.**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

NEPOTISM

6.15

- I. A Houston County School System employee may not be recommended for employment or be supervised by a close relative.
- II. Two or more close relatives may not work in the same administrative unit except by special permission of the Superintendent.
- III. Close relatives are defined as mother, father, son, daughter, brother, sister and spouse and in-laws of the same.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 41-1-5**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-.01

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYMENT REQUIREMENTS

6.16

Any person desiring employment, as defined by Policy 6.11, shall file a completed application on the form provided by the Superintendent.

- I. Qualifications
 - A. Must be of good moral character
 - B. Must have attained the age of twenty-one (21) years with the exception of students employed by the Houston County Board of Education unless otherwise approved by the Houston County Board of Education.
- II. Certificate requirements - Each applicant for an instructional or a certified administrative position shall hold an Alabama Teacher's Certificate and all career/technical personnel shall meet the State Department of Education requirements and have the proper license to perform services.
 - A. To be considered for a position, an applicant shall be properly qualified for that position in accordance with state law, regulations of the State Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the contract of employment.
 - B. Any person not holding a valid Teacher's Certificate at the time of employment shall be required, upon initial employment to make application to the State Department of Education for such a certificate, through the personnel office of the Houston County School System. When such certificate is received, it must be filed with the office of the Superintendent. If the State Department of Education declines to issue a certificate, the person's employment shall be terminated immediately. Failure to file for such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.
- III. Criminal background checks by means of fingerprinting for prospective and current employees who have unsupervised access to students shall be conducted consistent with requirements of law.
- IV. The Houston County School System shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity to ensure equal employment opportunity. Neither the system nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

CHAPTER 6.00 – HUMAN RESOURCES

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-22A-1 et seq., 16-23-1 et seq.**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

MEDICAL EXAMINATIONS

6.16.1

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-18.1, 16-8-8, 16-22-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21,2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

LICENSE OF SCHOOL BUS DRIVER

6.16.2

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

- I. Bus drivers shall be eligible for the Houston County Board of Education’s automobile liability coverage.
- II. All school bus drivers shall
 - A. Hold a valid Commercial Driver’s License (CDL);
 - B. Complete required training;
 - C. Pass written and driving performance tests.
 - D. Complete requirements for “S” endorsement.
- III. The Houston County Board of Education shall require all Houston County personnel holding a CDL to obtain a physical examination every two years as required by the U.S. Department of Transportation.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-27-4, 32-6-49.1, et seq.**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-4-.04

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

USE OF FEDERAL FUNDS FOR TEACHERS TO BECOME HIGHLY QUALIFIED

6.17

- I. The No Child Left Behind Act of 2001 requires that all public elementary, middle, and secondary teachers of core academic subjects meet the federal definition of “highly qualified” no later than the end of the 2005-2006 school year. It is a professional development priority to assist teachers to become “highly qualified.”
- II. Title I federal funds may be used to assist teachers in Title I schools to attain the “highly qualified” status. Funds must be used according to the specified priorities.
 - A. Priority 1 – Teachers in Title I funded programs
 - B. Priority 2 – Paraprofessionals in Title I funded programs
 - C. Priority 3 – Other teachers in core courses in Title I schools
- III. Title II funds (professional development) may be expended to assist teachers of core courses in non-Title I schools to become “highly qualified.”
- IV. Any teacher who does not meet the “highly qualified” status must seek assistance from the central office or the State Department of Education regarding courses needed to satisfy the federal requirements. When required courses are determined, it shall be the teacher’s responsibility to enroll in and complete the necessary courses.
- V. A teacher who has satisfactorily completed coursework to meet the “highly qualified” status may submit receipt(s) and transcript(s) to the central office for reimbursement of tuition costs. Reimbursement is limited to those courses which enable a teacher to become “highly qualified” and is contingent on the availability of federal funds budgeted for this purpose.
- VI. Federal funds which are designated to be used to assist teachers to become “highly qualified” may be used to reimburse teachers for the fee of the Praxis II test. The teacher may be reimbursed for the one-time test fee when proof of a passing score is provided to the central office. Reimbursement is contingent on the availability of federal funds and shall not be given for preparation materials, preparation courses, or repeated tests.

CHAPTER 6.00 – HUMAN RESOURCES

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3
No Child Left Behind Act of 2001**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01(9)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

SUBSTITUTE TEACHERS

6.20

- I. An approved list of Houston County School System substitute teachers shall be distributed to each school. The principal or his/her designee shall secure all substitute teachers from this approved list.
- II. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required:
 - A. Be at least twenty-one (21) years of age;
 - B. Hold a valid teacher’s certificate or valid substitute teacher’s license.
 - C. Attend a substitute teacher’s training session sponsored by the Houston County School System.
- III. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted by the Houston County Board of Education.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-22A-1 et seq., 16-23-1 et seq.
16-30-50 et seq., AL Acts 95-313 and 95-314**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-2.01

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

CONTINUING SERVICE STATUS/TENURE

6.21

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

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

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-12-16, 16-24-1, 16-24-2,
36-26-100 to 104.**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: GBP, GBL**

CHAPTER 6.00 – HUMAN RESOURCES

VIOLATION OF LAW

6.30

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-24(e), 16-12-3(a), 16-12-16,
36-25-2(a), (b), (d), 36-25-5(a),
36-25-7, 36-25-8**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

SOLICITATIONS

6.31

- I. The Houston County Board of Education prohibits any employee of the school system from directly or indirectly reaping personal profit or reward from the sale or purchase of goods or services to students in the school system or to parents of students.

- II. Houston County School System employees are further prohibited from directly or indirectly furnishing or supplying a list or roster of names and addresses of students in the school system or parents of students to persons, firms, corporations, associations or organizations or to the salespersons or agents of any such entities who are engaged directly or indirectly in the business of selling school supplies or school-related activities, equipment or items.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3(a),
36-25-1(8), 36-25-2(a), (b), (d),
36-25-5(a), 36-25-7**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

POLITICAL ACTIVITIES

6.32

- I. Houston County Board of Education employees shall not solicit support for any political candidate or issue during regular work hours.

- II. A Houston County Board of Education employee who offers himself/herself as a candidate for public office shall conduct his/her campaign so as not to interfere with his/her responsibilities.
 - A. Such candidate shall adhere strictly to Alabama laws governing political activity on the part of public officials and public employees.

 - B. A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or the Houston County Board of Education, to evaluate the compatibility of the dual responsibility and the amount of time the employee will be absent. Under no circumstances will a Houston County School System employee who has been elected to public office be allowed to perform duties related to the public office while performing his/her duties for the school system.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
17-1-7(c), 36-25-1 et seq.**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

COMPLAINTS AGAINST EMPLOYEES

6.40

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-12-3, 16-22-14, 16-4-8**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-2-.01(1)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

GRIEVANCES

6.40.1+

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

Definitions

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

CHAPTER 6.00 – HUMAN RESOURCES

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-30-1**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-12-16, 16-12-19, 16-23-1,
Title VII of Civil Rights Act of 1964.
42USC 2000e-20003-15.**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: GAE**

CHAPTER 6.00 – HUMAN RESOURCES

GRIEVANCE PROCEDURE

6.41

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

I. Definitions

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

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

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

IV. Complaint Procedure

- A. Informal Discussion – If an employee believes there is a basis for complaint, he/she shall discuss the complaint with his/her immediate supervisor (except in cases of discrimination or harassment involving the supervisor, in which case the complainant shall report to the Equity Coordinator or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.

CHAPTER 6.00 – HUMAN RESOURCES

- B. Level One – If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her immediate supervisor or alternate. The supervisor or alternate shall communicate his/her answer in writing to the complainant. Class complaints involving more than one (1) supervisor and complaints involving an administrator above the building level may be filed by the complainant at level two.
- C. Level Two – If the complainant is not satisfied with the resolution at level one he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant.
- D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Houston County Board of Education, provided request for placement on Board agenda is filed within ten (10) days.
- V. Confidentiality will be provided to the extent possible to any employee, student or affected party who alleges discrimination or harassment.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-12-3(c); 16-12-16, 16-12-19
16-23-1, 16-24-22, 16-24-12,
Title VII of Civil Rights Act of 1964, Title IX of
Education Amendments of 1972**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: GAE, GAEA**

CHAPTER 6.00 – HUMAN RESOURCES

SUSPENSION/TERMINATION/SEPARATION

6.50

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

CHAPTER 6.00 – HUMAN RESOURCES

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-4-8, 16-11-17, 16-12-16
16-24-1, et seq., 16-24B-3,
36-26-101, 104, 108**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 1008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

PERFORMANCE ASSESSMENT

6.60+

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

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-11-17, 16-12-16
36-26-101**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

NOTIFICATION OF ABSENCE

6.70.1*

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-18.1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

VACATION LEAVE

6.70.2*

- I. Houston County School System employees on a twelve (12) month contract shall earn annual vacation leave.
- II. Vacation leave may be accrued as approved by the Houston County Board of Education up to ten (10) days per year after the first year of employment.
- III. Vacation leave may be granted by the Superintendent or his/her designee upon the request of the employee and with prior approval of the employee's administrative supervisor. Vacation leave shall be scheduled so that there will be minimal disruption of the school system.
- IV. Any twelve (12) month Houston County School System staff member employed on a part-time basis (20 hours per week or less) shall earn annual leave credit proportionate to the time worked.
- V. Employees will earn vacation leave on a prorated basis during the first year of employment.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-18.1, 16-8-25**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

FAMILY AND MEDICAL LEAVE

6.70.3*

- I. In compliance with the Family and Medical Leave Act of 1993, eligible full time Houston County School System employees are entitled to take up to twelve (12) weeks unpaid leave a year for the following reasons:
 - A. The birth of the employee’s child;
 - B. The placement of a child with the employee for adoption or foster care;
 - C. To care for the employee’s spouse, child, or parent who has a serious health condition;
 - D. A serious health condition rendering the employee unable to perform his/her job; or
 - E. Other request as approved by the Houston County Board of Education.

- II. Employees are to provide at least thirty (30) calendar days notice, if possible, of their intention to take leave. Medical certification that the leave is needed is required for the employee’s own serious health condition or that of a family member. The Houston County Board of Education will continue the employee’s health insurance under the same conditions as if the employee were working. Upon returning from leave, the employee will be r estored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**ALABAMA CODE
16-1-18.1, 16-11-9, 16-22-9, 16-24-13
THE FAMILY AND MEDICAL LEAVE ACT OF 1993,
PART 825 OF THE CODE OF FEDERAL REGULATIONS,
TITLE 29, U.S. DEPARTMENT OF LABOR, EMPLOYMENT
STANDARDS ADMINISTRATION, WAGE AND HOUR DIVISION.**

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HISTORY:

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CHAPTER 6.00 – HUMAN RESOURCES

ON-THE-JOB INJURY

6.70.4*

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-18.1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

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FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

JURY/WITNESS DUTY

6.70.5*

- I. An employee of the Houston County Board of Education who is summoned as a member of a jury panel may be granted leave with pay. Any jury fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.

- II. An employee who is subpoenaed as a witness, not involving personal litigation, may be granted temporary leave. Any witness fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
12-16-8, 16-1-18.1, 16-13-231**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
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FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

MILITARY LEAVE

6.70.6

- I. General Policy – All Houston County School System employees are entitled to military leave of absence when ordered to active duty for training as members of the Alabama National Guard or any component of the U.S. Armed Forces. Employees who volunteer, are drafted or are ordered to extended active duty with any component of the U.S. Armed Forces shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.
- II. Military Leave for Training or Short-term Duty – Employees who are required to attend annual training or special active duty shall not suffer any loss of salary during the first twenty-one (21) days of such absence in any calendar year. Houston County School System employees who are ordered for such duty shall provide one copy of their orders to the Superintendent. Leave will be without loss of benefits. These arrangements shall apply to any “military call-ups.”
- III. Reinstatement to Positions after Extended Duty – Houston County School System employees who volunteer, are drafted or called to active duty for extended periods will be placed on Military Leave of Absence upon written application and be entitled to reinstatement to their former or similar positions upon their return and under the following conditions:
 - A. They must not have remained on active duty beyond their first opportunity for honorable or general release;
 - B. They must report to claim reinstatement within ninety (90) days after completion of such service (31 days in case of individuals who undergo only six (6) months active training or less).

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-30-1**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-24-13, 16-25-3, 16-25-12, 31-2-13**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

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FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

PERSONAL LEAVE

6.70.7*

- I. Personal Leave – All Houston County School System employees will receive two (2) personal leave days funded by the state as authorized by Section 16-8-26, *Code of Alabama 1975 and 1986 Cumulative Supplement*.
- II. When the personal leave days are not used, Houston County School System employees may receive, upon written request, compensation at the same daily rate paid for their substitute. Otherwise, all unused personal leave days will be converted to sick leave days.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
6-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-18.1, 16-8-26**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

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CHAPTER 6.00 – HUMAN RESOURCES

PROFESSIONAL LEAVE AND LEAVE FOR TRAINING

6.70.8*

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-18.1, 16-24-13**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-3-.01

HISTORY:

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FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

SICK OR BEREAVEMENT LEAVE

6.70.9*

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-18.1, 16-13-231, 16-22-9**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

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FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

LEAVE OF ABSENCE

6.70*

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

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STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-18.1, 16-8-25**

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UNPAID LEAVE

6.70.10*

1. The Principal or Department Supervisor may grant up to 2 work days of unpaid leave to an employee during the academic/school year if no other type of leave is available. Leave must be requested in writing to the Principal or Department Supervisor prior to absence unless conditions beyond the control of the employee make such advance notification impossible.
2. The Superintendent may grant up to an additional 3 work days of unpaid leave during the academic/school year if no other type of leave is available. Leave must be requested in writing to the Superintendent prior to absence unless conditions beyond the control of the employee make such advance notification impossible.
3. Any Houston County School System Employee who is absent from work beyond the above 5 approved unpaid leave days, and has no other leave available, and does not qualify for any exemptions under FMLA or Catastrophic Leave, may be subject to dismissal from employment and shall forfeit compensation for time of absence.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-18-1, 16-8-23, 16-24-13**

HISTORY:

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REVISIONS DATE(S)-----
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CHAPTER 6.00 – HUMAN RESOURCES

SICK LEAVE BANK

6.71

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-18.1, 16-8-8, 16-22-9**

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HISTORY:

**ADOPTED: JULY 21, 2008
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CHAPTER 6.00 – HUMAN RESOURCES

DRUG-FREE WORKPLACE

6.72

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

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

The specifics of the policy are as follows:

- I. The Houston County School System schools do not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on the school system premises will be subject to disciplinary action, including termination of employment.
- II. The term *controlled substance* means any drug listed in 21 USC Section 812 and other federal regulations. Generally these are drugs that have a high potential for abuse. Such drugs include, but are not limited to heroin, marijuana, cocaine (including crack) and PCP. They also include *legal drugs* which are not prescribed by a licensed physician.
- III. Each Houston County School System employee is required by the Drug-free Workplace Act of 1988 to inform the Superintendent within five (5) days after he/she is convicted for a violation of any federal or state criminal drug statute. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court.
- IV. If the employee is paid with funds from a grant, the Superintendent must notify the U. S. Department agency by which the grant was made within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such conviction.
- V. If an employee is convicted of violating any criminal drug statute while in the workplace, he/she will be subject to disciplinary action, including termination of employment. Alternatively, the Houston County School System may require the

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employee to successfully complete a drug abuse program sponsored by an approved private or governmental institution.

- VI. As a condition of employment on any federal government grant, the Act requires all employees to abide by this policy.
- VII. Employees who use prescription drugs authorized for their use by a licensed physician do not violate this policy.
- VIII. *Under the influence* is defined as manifesting signs of chemical use/misuse such as staggering, odor of chemicals on breath or person, unusual inappropriate behavior, or *testing positive*.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-30-1

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-2-2, 16-3-11, 16-3-14,
16-26-1-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(1)(a)

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DRUG AND ALCOHOL TESTING

6.80*+

The purpose of this policy is to establish procedures for the administration of the Department of Transportation (D.O.T.) Anti-Drug Program pursuant to Safety Regulations, Title 49 (49 CFR), Part 199, 193, et. Al., and any and all D. O. T. Safety Standards as covered by the anti-drug program statutes. These statutes require that operators of certain facilities who perform functions identified under this federal act have an anti-drug program. These statutes also cover in whole or in part any firm or facility which provides temporary or permanent services or goods to covered companies under this act.

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

PROCEDURE

I. Employee Categories

- A. Testing Program - The following employee positions are subject to drug testing as outlined in this policy:
 - 1. All Houston County School System employees maintaining a Commercial Driver's License (CDL) including School Bus Drivers/Part-Time School Bus Drivers, i.e., substitutes and driver education instructors.
- B. Employee Assistance Program (EAP) Training – The Houston County Transportation Supervisor shall receive training in the detection of symptoms of drug/alcohol use.

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

- A. Pre-Employment Testing:
 - 1. A pre-employment drug test will be conducted when an individual is hired for a position listed in this policy.
 - 2. A pre-employment drug test will be conducted when a current Houston County School System employee transfers from a position not covered by this policy into a position listed in this policy. An employee who previously is separated from a Part 199 anti-drug

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program position will be pre-employment tested prior to performing a function covered by the appropriate safety standards.

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

B. Random Testing

1. All Houston County School System employees working in a position covered by this policy are subject to unannounced testing based on random selection. This includes temporary employees performing work in a covered position.
2. The operator will test at least fifty percent (50%) of covered employees every twelve (12) months, divided on the basis set forth in paragraph six (6) below. All persons will be subject to randomly picked more than once or not picked at all during the annual period.
3. To assure that the selection process is random, all employees covered by this policy will be placed in a common pool. All full-time and temporary employees will be in this pool.
4. The random selection procedure will be a computer-based number generator that is matched with an employee's social security number.
5. The selection procedure will select sufficient additional numbers to be used to reach the appropriate testing level during each test period. These alternate numbers will be tested in order of selection

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only if persons selected are unavailable for testing due to vacations, medical leave or travel requirements.

6. Random testing will be done on a quarterly basis.

C. Post-Accident Testing

1. Houston County School System Employees working in positions covered by this policy whose performance either contributed to an accident or cannot be completely discounted as a contributing factor to the accident will be tested.
2. The employee will be tested as soon as possible, but no later than 32 hours after the accident. Because certain drugs or drug metabolites do not remain in the body for extended periods of time, testing should be as soon as possible.
3. An “accident” in a covered facility is defined as an “incident” in 49 CFR, Section 191.3.
4. All reasonable steps will be taken to obtain a urine sample from an employee after an accident. In case of a conscious but hospitalized employee, the hospital or medical facility will be requested to obtain a sample and, if necessary, reference will be made to the D.O.T. drug-testing requirements. If an employee is unconscious or otherwise unable to evidence consent to the procedure, the medical facility will collect the sample and hold it in a secure manner until the employee is able to give consent for the sample to be tested.
5. If an employee who is subject to post-accident testing is conscious, able to urinate normally (in the opinion of a medical professional) and refuses to be tested, that employee will be removed from duty as an employee covered by this policy.

D. Reasonable Cause Testing

1. When there is reasonable cause to believe that an employee covered by this policy is using a prohibited drug, the employee will be required to take a drug test.
2. Only the supervisor of the employee must substantiate the decision to test for reasonable cause. This supervisor must be EAP trained in drug-use symptoms.

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3. A decision to test must be based on specific contemporaneous physical, behavioral or performance indicators of probable drug use. Examples of this are evidence of repeated errors on the job, regulatory or rule violations or unsatisfactory time and attendance patterns, coupled with a specific contemporaneous event that indicates probable drug use.

E. Return to Duty Testing

1. An employee who at the recommendation of the Medical Review Officer (MRO) returns to work will be given unannounced drug tests, as scheduled by the MRO. These tests are in addition to the other types of tests stated in this policy.
2. The time period for “return to duty” testing will not be more than 60 months. A reasonable minimum is 12 months. This period will be determined by the MRO.
3. Testing will be on a daily, weekly, monthly or longer basis at the discretion of the MRO.

III. Testing Procedures

- A. Drug testing will be performed utilizing urine samples.
- B. Tests for marijuana, cocaine, opiates, amphetamines and phencyclidine will be performed.
- C. An applicant who is offered a Houston County School System position covered by this policy will be required to report to the drug-testing collection site specified in Section 6 of this policy within 48 hours of notification and provide a specimen of his/her urine.
- D. Upon notification that a drug test is required, an employee will report as soon as possible but no later than 24 hours (32 hours for post-accident) after notification to the drug collection site and provide a specimen of his/her urine.
- E. The collection agency will adhere to all requirements outlined in 49 CFR Part 40, Procedures for Transportation Workplace Drug Testing Program.

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IV. Medical Review Officer (MRO)

A. The MRO for this policy shall be selected by the Houston County Board of Education with the stipulation that the medical services offered by the provider meets all applicable requirements.

(Note: The MRO must be a licensed physician, either a doctor of medicine or a doctor of osteopathy, knowledgeable in drug-abuse disorders. Reference U.S. Department of Health and Human Services Medical Review Officer Manual.

B. The following is a listing of the MRO's specific responsibilities:

1. Receive all results from laboratory.
2. Request, if needed, a quantitative description of test results.
3. Receive a certified copy of the original chain of custody.
4. Review and interpret positive test results.
5. Inform the tested individual and provide test results.
6. Conduct a medical interview with the tested individual.
7. Review the individual's medical history or any other relevant biomedical factors.
8. Give the individual an opportunity to discuss test results.
9. Order a reanalysis of the original sample in a certified laboratory, if necessary.
10. Consult with others if question of accuracy arises. Consistent with Part 9 - Confidentiality.
11. Consult with laboratory officials.
12. Not receive urinalysis results that do not comply with the Mandatory Guidelines.
13. Not declare as positive an opiate-positive urine without "clinical evidence".

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14. Determine whether a result is scientifically sufficient.
15. Determine whether and when an employee who refused to take or did not pass a drug test administered under D.O.T. procedures may be returned to duty.
16. Determine whether a result is consistent with legal drug use.
17. Forward result of verified positive test to Wiley Smith, Program Director.
18. Maintain the required records to administer this program.

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

V. Testing Laboratory

The testing laboratory selected by the Houston County Board of Educaiton shall comply with all methods and procedures of 49 CFR Part 40 and shall provide annual reports to Employers Drug Program Management showing compliance.

VII. Employee Assistance Program (EAP)

- A. Education - Every employee covered by this policy will receive the following drug-use education.
 1. Drug information will be periodically distributed and displayed in the work areas.
 2. A copy of this policy will be given to each employee and displayed in the work areas.
- B. Training - Every supervisor covered by this policy who will determine whether an employee must be drug-tested based on reasonable cause will receive the following drug-use training.

A one ho ur (minimum) training period on specific, contemporaneous physical, behavioral and performance indicators of probable drug use.

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C. Participation

1. An employee who fails a drug test and who asks for help will be referred to the EAP.
2. Participation in Rehabilitation through the EAP will not result in disciplinary action. However, successful completion of the prescribed program will be required for the employee to continue in the employment of Houston County Board of Education.
3. Participation in rehabilitation through the EAP will not waive disciplinary action where warranted for violations of rules and regulations.

VIII. Record Keeping

- A. The Houston County Transportation Supervisor will keep the following records for the periods specified. These records will be maintained in the Program Director's office under the control of the Program Director.
 1. Records that demonstrate the collection process conforming to Part 199 will be kept for a minimum of 3 years.
 2. Records of employee drug test results that show employees failed a drug test, the type of test failed and records that demonstrate rehabilitation, if any, will be kept for a minimum of 5 years and include the following information:
 - a. The functions performed by each employee who fails the drug test.
 - b. The prohibited drugs which were used by each employee who fails the drug test.
 - c. The disposition of each employee who fails the drug test (e.g. termination, rehabilitation, leave without pay, etc.).
 - d. The age of each employee who fails the drug test.

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3. Records of employee drug test results that show employees passed a drug test will be kept for a minimum of one year.
4. A record of the number of Houston County School System employees tested by type of test will be kept for a minimum of 5 years.
5. Records confirming that Houston County School System supervisors and employees have been trained as required by this policy will be kept for a minimum of 3 years. Training records will include copies of all training materials.

IX. Confidentiality

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

X. Investigation/Searches

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

All searches should be coordinated with the Houston County School System Program Administrator.

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XI. Discipline

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

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

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

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-1-18.1, 349 CFR PART 40, DOT,
49 CFR PARTS 382 & 391,
FEDERAL HIGHWAY ADMINISTRATION

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW

CHAPTER 6.00 – HUMAN RESOURCES

PERSONNEL RECORDS

6.82

The Houston County Board of Education shall require complete and current personnel records for each employee. All information contained in an employee's personnel file, except sensitive personnel records, are considered public records under Alabama's Sunshine Law.

- I. Each Houston County School System employee shall have a right to review her/his local school or central office personnel file during normal business hours. No anonymous letters or materials shall be placed in personnel files. Each employee may have included in his/her personnel file a written response to any material contained within the file.
- II. Any Houston County School System employee may request to review her/his personnel file at any time that is mutually agreeable with the Personnel Administrator and when the employee is not engaged in fulfilling employment-related duties. The Personnel Administrator or certified designee must be present during the review. A log shall be maintained documenting any such review.
- III. A copy of all materials to be placed in an employee's record which may tend to diminish the employee's professional or work status or reflect adversely on the employee's record of performance or character shall be provided to the employee.
- IV. Any anonymous complaint or material received by a school official shall be immediately transmitted to the Superintendent. If the material is deemed worthy of an investigation by the Superintendent, it may be investigated. The results of the investigation may be reduced to writing, signed by the Superintendent, principal, or other designated official in charge of the complaint, dated, attached to the material in question, and may be placed in the personnel file of the employee. Any anonymous complaint which is not investigated within thirty (30) calendar days of its receipt by the Superintendent shall not be retained, but shall be destroyed.
- V. The transfer of the personnel file or any parts, summation, or copies of the personnel file of the employee shall be effectuated upon the written request of the employee.

The Houston County School System may transfer an employee's personnel file or copies or parts thereof to another employer or prospective employer.

CHAPTER 6.00 – HUMAN RESOURCES

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-3, 16-1-4, 16-12-3, 16-23-1 THROUGH 13
16-22-14, 16-8-7, 36-12-2, 36-12-40**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: GAK, GAKB**

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYEE SALARY SCHEDULES

6.83

- I. All regular personnel shall be paid in accordance with salary or hourly wage schedules as adopted by the Houston County Board of Education, provided the salary schedule for certified staff is no less than 100 percent of the State Minimum Salary Schedule.
- II. Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who is required to work in excess of forty (40) hours in any work week, shall be compensated for the hours in excess of forty (40) at the rate of one and one-half (1½) times the regular rate of pay for the service performed or shall be provided compensatory time (premium time).

Any Houston County School System employee working beyond his/her designated total weekly hours without prior permission of the Superintendent through the principal or supervisor may be subject to disciplinary action.

- III. The Houston County Board of Education will make salary deductions which are required by law, including federal income tax, state income tax, retirement, and other deductions in accordance with applicable laws and regulations.
 - A. The Board may make certain other salary deductions when employees or groups of employees properly request such deductions. The deductions shall be made from salaries earned in at least nine (9) different pay periods and shall be remitted to the appropriate recipient as specified by the employee within ten (10) days following each deduction.
 - B. Deductions made for membership dues and voluntary contributions shall be made based upon membership lists and forms provided by the respective organizations.
 - C. Authorization for voluntary contributions may be revoked by providing a thirty (30) day written notice of revocation.
 - D. New authorization for payroll deductions may be added during open enrollment for that specific deduction.
 - E. Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay.
 - F. When amounts have been correctly deducted and remitted by the Board, the Houston County Board of Education shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make the subject deductions.

CHAPTER 6.00 – HUMAN RESOURCES

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-13-231.1,
16-22-6, 16-22-17**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5 (C)

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: GBAA**

CHAPTER 6.00 – HUMAN RESOURCES

PROFESSIONAL PERSONNEL CONTRACTS

6.83.1

I. Salary Schedules

The Superintendent shall prepare or cause to be prepared salary schedules for all professional personnel employed by the Houston County School System. The salary schedules shall be presented to the Board for review and approval annually. (See Policy 6.83)

II. Salary Schedules for Temporary Personnel

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

III. Contracts with Part-time or Retired Personnel

Retired or part-time personnel, who will work six (6) consecutive weeks or more in the same capacity as their pre-retirement status, shall have the daily rate of pay based upon where they would fall in the current salary schedule. Retired personnel salary shall not exceed the maximum yearly amount set forth by the Retirement Systems of Alabama.

IV. Contract for Full-time Personnel

The Superintendent shall issue contracts each school year to all personnel. The contract serves as a legal agreement to protect the interests of both the employee and the Houston County School System. The contract periods for professional personnel shall conform to the following schedules:

- A. Ten (10)-month employees' work periods shall encompass 207 work days and normally shall begin ten (10) work days prior to the date set for Institute Day. The work period shall normally conclude ten (10) work days after the last contract day for nine (9)-month employees.
- B. Eleven (11)-month employees' work periods shall encompass 227 work days and normally shall begin twenty (20) work days prior to the date set for Institute Day. The work period shall normally conclude twenty (20) work days after the last contract day for nine (9)-month employees. Based upon the needs of the Houston County School System, the Superintendent shall be authorized to establish alternate work periods for eleven (11)-month personnel.

CHAPTER 6.00 – HUMAN RESOURCES

- C. Twelve (12)-month employees' work periods shall begin on July 1 each year and conclude on June 30 of the following year and shall encompass 240 work days. All twelve (12)-month employees shall be considered "on call" during all holidays.

V. Ending Service

All employees who do not plan to be in service the subsequent year should give written notice to the Superintendent as soon as possible, but no later than June 15, so that the best replacement can be found. Any employee who does not provide written notice within 45 days of the end of the previous school year may not be released from his/her contract. Employees who violate the 45-day rule may have his/her Alabama teacher certificate revoked by the State Superintendent of Education upon written recommendation by the Houston County Superintendent of Education.

The Houston County School System shall notify, in writing, a n on-tenured professional employee on, or before, the last day of the school term if his/her contract is to be non-renewed by the Board.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-8-8, 16-13-231.1,
16-22-6, 16-22-17

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5 (C)

HISTORY:

ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: GBAA

CHAPTER 6.00 – HUMAN RESOURCES

WORK PERIODS

6.83.2

The work periods for professional personnel shall conform to the following schedules schedules:

- A. Nine (9)-month employees’ work periods shall encompass 187 work days and shall begin each year on the date set for Institute Day. All work shall be in accordance with the Annual School Calendar approved by the Houston County Board of Education.
- B. Ten (10)-month employees’ work periods shall encompass 207 work days and normally shall begin ten (10) work days prior to the date set for Institute Day. The work period shall normally conclude ten (10) work days after the last contract day for nine (9)-month employees.
- C. Eleven (11)-month employees’ work periods shall encompass 227 work days and normally shall begin twenty (20) work days prior to the date set for Institute Day. The work period shall normally conclude twenty (20) work days after the last contract day for nine (9)-month employees. Based upon the needs of the Houston County School System, the Superintendent shall be authorized to establish alternate work periods for eleven (11)-month personnel.
- D. Twelve (12)-month employees’ work periods shall begin on July 1 each year and conclude on June 30 of the following year and shall encompass 240 work days. All twelve (12)-month employees shall be considered “on call” during all holidays.

The work periods for non-certified employees’ shall be based upon job descriptions and contractual agreements at the time of employment and/or reassignments made in accordance with law.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5 (C)

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: GBAA; DJC**

CHAPTER 6.00 – HUMAN RESOURCES

PLANNING AND OTHER DUTY- FREE TIME

6.85

- I. Each Houston County School System teacher shall be given a minimum of thirty (30) minutes of time free of instructional or supervisory responsibilities each teaching day.
- II. The Superintendent or designee is authorized to establish planning and other duty-free time for teachers and other personnel.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-1, 16-8-8, 16-9-13**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: GBRBA**

CHAPTER 6.00 – HUMAN RESOURCES

COMPENSATORY TIME

6.86

Compensatory (comp) time occurs when an employee works more than his/her scheduled work hours during a work week. It is the intent of the Houston County Board of Education that each employee adhere to his/her work schedule; however, there may be times when the immediate supervisor of an employee may request him/her to begin work before or work beyond the normal work day/week. If this occurs, the employee shall earn comp time for the time he/she works. Recorded comp time will be possible only in minimum time units of one-quarter hour.

For an employee to earn comp time, it should always be approved by the immediate supervisor prior to working beyond the regular work day. The immediate supervisor shall record earned comp time on an approved form and shall give the employee a copy within one week from the day the work was performed.

The immediate supervisor shall, if possible, provide the employee mutually agreed upon time to take earned comp time prior to June 30 each year. If the work performed occurs between May 31 and June 30, the employee will have until June 30 of the following year to use the earned time.

The approval and use of comp time will have no relationship whatever to payroll of the Houston County School System employee. Comp time may be granted only to non-certified employees whose job titles or responsibilities indicate that the position is non-supervisory; however, comp time may be granted to all Central Office non-supervisory employees by the Superintendent. Comp time will be awarded at a rate of one and one-half times the amount of time worked when time worked within the work week is over forty (40) hours. Any approved comp time under forty (40) hours will be exchanged hour for hour of comp time. Salary should not be paid for accumulated hours under forty (40).

This policy will go into effect upon Houston County Board of Education approval and will not affect previously earned comp time.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

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

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

OVERTIME – NON-SUPERVISORY PERSONNEL

6.87

It is the intent of the Houston County Board of Education for its employees to perform the necessary tasks of their jobs during the regular designated work week. However, there may be certain circumstances, in the best interest of students and the school system, when emergencies would necessitate that certain employees work beyond their designated work week. However, the option to receive compensatory time rather than pay must be approved by the immediate supervisor and the Superintendent.

Overtime should always be requested by the immediate supervisor and approved by the Superintendent or a designated representative on the approved form for overtime. Verbal approval should be given by the immediate supervisor at the time the work is done; however, an immediate follow-up written request must be forwarded to the Superintendent for approval within one working day after the work has been performed. Overtime pay may be granted only to non-certified employees whose job titles or responsibilities indicate that the position is non-supervisory.

Payment for overtime shall be made to the appropriate Houston County School System employee at the next regular pay period if submitted prior to the deadline for the pay period.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, FAIR LABOR STANDARDS ACT**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 6.00 – HUMAN RESOURCES

TRANSFERS

6.90

- I. Certified Employees - A transfer is reassignment from one position, school or grade to another. Transfers shall be without loss of status or violation of contract nor for political or personal reasons. Transfers are recommended by the Superintendent and approved by the Houston County Board of Education.
 - A. Non-tenured

Non-tenured certified personnel can be transferred at any time during the school year.
 - B. Tenured
 1. Voluntary - Tenured certified personnel can be transferred voluntarily at any time during the school year.
 2. Involuntary - Tenured personnel must be notified prior to July 1 of any transfer for the succeeding school year.
 - C. Emergency Temporary Transfers - Within fifteen (15) days before or after the first day of the school year, a teacher who meets all qualifications, certification, grade level, or subject matter requirements may be transferred involuntarily on a temporary emergency basis, provided all of the following conditions are met:
 1. The Superintendent seeks volunteers by posting notice of the vacancy or vacancies in conspicuous locations at all school system sites for at least five (5) working days.
 2. If there are no volunteers, qualified probationary teachers are subject to transfer first.
 3. If there are no qualified probationary teachers, qualified teachers on continuing service status are subject to transfer in reverse order of their seniority with the Houston County School System. If more than one tenured teacher has equal seniority, the Board shall take into consideration qualification, certification, and experience in the position, grade level, or subject matter.
 4. If a vacancy exists at the end of a school year at the former site for which the emergency transferred teacher is qualified, upon the request of the teacher, the teacher shall have a one-time right of

CHAPTER 6.00 – HUMAN RESOURCES

first refusal to fill the vacancy at the former site, provided that the vacancy occurs within two (2) years of the transfer.

5. Upon the request of the teacher, the teacher shall be given a one-time right of first refusal to return, at the beginning of the school year, to the position, grade, school, worksite, or subject area from which he or she was originally transferred to effect the emergency transfer, provided the vacancy occurs within two (2) years of the transfer.
6. Emergency transfers shall be effected without regard to the time for filing notice of appeal and hearing.

D. Teachers will be given the required notice of their transfer and if necessary, a statement of their right to appeal.

- II. Support Personnel - Whether on probationary status or not, support workers may be transferred at any time based upon good and just cause and the needs of the Houston County School System provided the transfer is without loss of status. Such transfers are made upon the recommendation of the Superintendent and approval of the Board but cannot be for personal or political reasons.

Support personnel will be given the required notice of their transfer and a statement of their right to appeal.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-12-16, 16-24-1, 16-24-5 TO 7, 6-24B-7,
16-24B-8, 36-26-105, 36-26-106, 36-26-107**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: IFBG**

CHAPTER 6.00 – HUMAN RESOURCES

REDUCTION IN FORCE – PROFESSIONAL STAFF

6.91*

In the event it becomes necessary to reduce the number of professional staff employed by the Houston County Board of Education due to a decrease in student enrollment, financial exigency, changes in curriculum, consolidations or reorganization, the following procedure shall be followed to determine staff members to be affected.

- I. Attrition by resignation, retirement or voluntary leaves of absence shall be the first method used to reduce the force.
- II. Based on the philosophy of maintaining the best educational program possible, the Houston County Board of Education, upon recommendation of the Superintendent, shall identify the grade level(s) and discipline area(s) from which staff members are to be reduced in force at respective times. For the purpose of reduction in force the following terms are defined:
 - A. Grade Level – Kindergarten, elementary grades 1-6, secondary grades 7-12, administration and supervision, special education, counseling and guidance, career/technical programs, and federal programs.
 - B. Discipline Area – Certificate endorsement area(s) and current major teaching or administration/supervisory assignment(s) within the Houston County School System.
- III. Following the identification of the grade level(s) and discipline area(s), the number of staff to be reduced from each area(s) will be determined by the Board, based on a recommendation by the Superintendent. All staff members within the identified area(s) will be rank ordered from the greatest amount of service time to the least amount of service time within the Houston County School System. The staff member(s) with the least amount of continuous service time (seniority), based on actual date of employment as reflected in the Houston County Board of Education minutes, shall be the first to be reduced in force. In the event two (2) or more staff members have the same amount of continuous service time with the Houston County School System based on Board minutes, the following additional criteria will be used to determine the order of reduction of force.
 - A. Degree(s) held by the staff member (the staff member with the lower degree to be reduced).
 - B. Total years of experience in education (the staff member with the least number of years experience to be reduced first).
 - C. If tied at this point, the staff member with the lowest social security number (last four numbers) will be reduced first.

CHAPTER 6.00 – HUMAN RESOURCES

- IV. In order for a staff member selected to be reduced in force by these procedures to displace a staff member in another discipline area with less service time, said staff member must be certified to handle the entire position of the employee they seek to displace. No tenured teacher will be reduced in force when a position is either vacant or occupied by a non-tenured teacher and for which the tenured teacher is certified. In no case shall a staff member from the central office work site be able to displace a staff member from the local school work site or vice versa.
- V. The above procedure shall not violate any applicable court order.
- VI. The names of personnel reduced in force shall be placed in a Houston County School System employment pool. Said personnel shall be given the opportunity in reverse order of their layoff to fill the first comparable employment vacancies for which they are qualified.
- VII. It is understood that reduction in force constitutes termination of employment and all benefits provided by the Houston County School System cease on the effective date.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-33,16-24-5 through 16-24-10,
36-26-100 to 108.**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: GBNA**

CHAPTER 6.00 – HUMAN RESOURCES

REDUCTION IN FORCE – NON-CERTIFIED STAFF

6.91.1*

In the event it becomes necessary to reduce the number of non-certified staff employed by the school district due to a decrease in student enrollment, financial exigency, changes in curriculum, consolidations or reorganization, the following procedure shall be followed to determine staff members to be affected.

- I. Attrition by resignation, retirement or voluntary leaves of absence shall be the first method used to reduce the force.
- II. Based on the philosophy of maintaining the best educational program possible, the Houston County Board of Education, upon recommendation of the Superintendent, shall identify the work area(s) and work site(s) from which staff members are to be reduced in force at respective times. For the purpose of reduction in force, the following terms are defined:
 - A. Work Areas – Custodians, child nutrition personnel, secretaries, bookkeepers, aides, non-certified resource personnel and nurses.
 - B. Work Sites – Central Office to include secretaries and bookkeepers. Local schools to include child nutrition personnel, custodians, secretaries/bookkeepers, non-certified resource personnel and aides.
- III. Following the identification of the work area(s) and work site(s), the number of staff to be reduced from each area(s) and site(s) will be determined by the Houston County Board of Education, based on a recommendation by the Superintendent. All staff members within the identified work area(s) and site(s) will be rank ordered from the greatest amount of service time to least amount of service time within the Houston County School System. The staff member(s) with the least amount of continuous service time (seniority), based on actual date of employment as reflected in the Board minutes, shall be the first to be reduced in force. In the event two or more staff members have the same amount of continuous service time with the school district based on Board minutes, the following additional criteria will be used to determine the order of reduction in force:
 - A. Formal education attained by the staff member (the staff member with the least amount of formal education to be released).
 - B. Total years of work related experience (the staff member with the least number of years experience to be reduced first).
 - C. If tied at this point, the staff member with the lowest social security number (last four numbers) will be reduced first.

CHAPTER 6.00 – HUMAN RESOURCES

- IV. In order for a Houston County School System staff member selected to be reduced in force by these procedures to displace a staff member in the same work area at another work site with less service time, said staff member must be capable of handling the entire position of the employee they seek to displace and must submit a written request for such transfer within five (5) days of receipt of the notice of reduction in force. In no case shall a staff member from the central office work site be able to displace a staff member from the local school work site or vice versa.
- V. The names of non-certified personnel reduced in force shall be placed in a Houston County School System employment pool. Said personnel shall be given the opportunity in reverse order of their layoff to fill the first comparable employment vacancies for which they are qualified.
- VI. It is understood that reduction in force constitutes termination of employment and all benefits provided by the school district cease on the effective date.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-33, 16-24-5 through 16-24-10,
36-26-100 to 108.**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: GCNA**

CHAPTER 6.00 – HUMAN RESOURCES

RETIREMENT OF PERSONNEL

6.92

Any employee who plans to retire shall submit his/her retirement in writing to the Houston County Board of Education through the Superintendent.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-25-1 to 16-25-28**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: GBQ, GCQ**

CHAPTER 6.00 – HUMAN RESOURCES

RESIGNATION

6.93

- I. Any administrative or instructional staff member who wishes to resign shall submit his or her resignation in writing addressed to the Houston County Board of Education. The letter of resignation shall state the reasons for the resignation and the desired effective date. No resignation shall become effective until accepted by the Houston County Board of Education. Any teacher resignation request submitted during the school term or within forty-five (45) days prior to the beginning of said term can only be accepted if mutually agreed upon.

- II. A non-instructional employee who wishes to resign shall submit his/her resignation in writing addressed to the Houston County Board of Education. Whenever possible, two (2) weeks notice shall be given. The letter of resignation shall state the reason for the resignation and the desired effective date. A resignation of an employee shall be sent to and countersigned by his/her immediate administrative supervisor. The resignation shall be submitted to the Houston County Board of Education at its next regular or special meeting. No resignation shall become effective until accepted by the Houston County Board of Education; the Houston County Board of Education may refuse to accept any resignation for cause.

- III. An employee who violates the terms of an employment agreement or written contract by leaving his/her position without first being released from the agreement or contract by the Houston County Board of Education and fails to complete and file the required records and reports, may have final compensation withheld.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-24-11, 16-25-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: GBO**

CHAPTER 7 – BUSINESS SERVICES

BUDGET DEVELOPMENT

7.10

- I. The Houston County Board of Education shall provide for the preparation and adoption of the annual budget for the school system. The Board delegates the responsibility for preparation of the budget to the Superintendent and appropriate members of his/her staff. Providers of budget information shall adhere to all state and federal guidelines, and the budget shall be prepared on forms and in accordance with such rules and regulations as may be prescribed by the Alabama State Board of Education and the federal government.
 - A. The budget shall be presented to the Houston County Board of Education at its regular August meeting or at a special meeting which may be necessitated by the date set by the State Department of Education for budget submission.
 - B. The fiscal year shall be October 1 through September 30 inclusive.
- II. Public Hearings – The Houston County Board of Education shall hold at least two open public hearings pertaining to its proposed annual budget.
 - A. Copies of the proposed budget shall be provided to the public at each hearing on local forms and those provided by the State Department of Education.
 - B. The Houston County Board of Education shall seek input from the public concerning the proposed budget and the allocation of resources.
 - C. The hearing shall be held during a scheduled Board meeting in a place and at a time convenient for the general public to attend.
 - D. The date and time of each hearing shall be publicized in the local media in advance of the hearing. In addition, notice of each hearing shall be posted in a conspicuous place at the central office and at each school.
- III. Proposed Budget – The proposed budget shall:
 - A. Reflect the total amount of resources available to the Houston County Board of Education from all funding and revenue sources.
 - B. Reflect the projected enrollment and the total proposed expenditure by the Board and for each school shall be available at the public hearings.

CHAPTER 7 – BUSINESS SERVICES

- C. Clearly delineate the number of teachers, librarians, counselors, administrators and other support personnel projected to be employed at each Houston County school.
 - D. Clearly list the operating costs by category or function at each school.
 - E. Delineate by school those operating resources earned including, but not necessarily limited to, those items contained in the Instructional Support Program of the Foundation Program, designating the amount of funds earned at each school per item based on average daily membership.
- IV. Final Budget – After at least two public hearings have been held, the Houston County Board of Education and Superintendent shall develop, consistent with state laws, a final budget.
- A. The budget adopted under these procedures shall not show expenditures in excess of income estimated to be available plus any balances on hand, except under conditions set forth by the laws of the state governing the issuance of school warrants.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-13-140 to 16-13-145**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 7.00 - BUSINESS SERVICES

MONTHLY FINANCIAL RECONCILIATION

7.11

All Houston County School System financial records shall be reconciled with corresponding bank statements each month by the Superintendent or designee. A financial report showing the budgetary revenues, expenditures, and balances for all funds shall be presented to the Houston County Board of Education monthly. Said report shall include the local schools' financial status.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-6B-4, 16-13A-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: DCH**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

ACCOUNTING AND REPORTING

7.12

- I. The Superintendent shall have the responsibility for preparing any and all reports related to accounting of school funds that may be required by law or requested by the State Board of Education or the Houston County Board of Education.
- II. The State Board of Education shall prescribe regulations for keeping accounts and records and for making reports by or under the supervision of school boards. These accounts and records shall at all times be available for inspection and audit by authorized officials and shall be preserved as the laws of Alabama may prescribe.
- III. A complete statement shall be published annually in the month of October of the receipts by source and disbursements by function in an appropriate newspaper in the County, on the Houston County School System’s website, and on the State Department website.
- IV. Said accounts and fiscal records shall be available during normal business hours for inspection by the public. They shall be preserved for the period of time prescribed by Policy 8.80, Records Retention and Disposal. For such a period as specified by the State Department of Education or appropriate authorities.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-13A-13**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-13A-13**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§_____

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: DIB**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

**LOCAL SCHOOL MONTHLY FINANCIAL
RECORD RECONCILIATION**

7.13+*

All bank accounts of the Houston County Board of Education and its local schools shall be reconciled to the financial records. The Chief School Financial Officer shall be responsible for verifying that monthly LEA bank statements are reconciled to the financial records by the 20th of each month for review by the Superintendent.

The Chief School Financial Officer shall also be responsible for verifying that monthly local school account bank statements are reconciled to the financial records by the 10th of each month for review by the Superintendent.

Said reports shall ensure accurate monthly financial statements, and shall be accompanied by a copy of the corresponding bank statement, copy of the bank reconciliation report, report of outstanding encumbrances, and report of accounts payable.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-13A-6**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-13A-6**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§_____

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: DOB**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

LOCAL SCHOOL CHECKING ACCOUNTS

7.14+

Local school principals shall establish a checking account(s) with a banking establishment located in the County and that is a qualified public depository by the Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer. This must be an interest-bearing account. All checks in the name of the school shall be drawn upon such account(s).

All financial transactions of a local school shall be paid for by check; no cash payments shall be made.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-13A-6**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-13A-6**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§_____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: DOCA**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

EXPENDITURE OF FUNDS

7.14.1

The Houston County Board of Education grants authority to the Superintendent, subject to applicable laws, policies, and Board-approved budget limitations, to expend funds for budgeted operating expenditures, without advanced Board approval of specific expenditures. All such expenditures shall be included in the monthly expenditure report to the Board.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-13A-8**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-13A-8**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§_____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: DOCA**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

LOCAL SCHOOL DEPOSITORY OF FUNDS

7.15

The Board requires local school principals to select a bank located in the County as a depository of school funds. Said bank shall be approved as a qualified depository by the Security for Alabama Funds Enhancement (SAFE) Program administered by the Alabama State Treasurer.

Principals shall notify the Board prior to changing their school's current depository of school funds.

All monies retained in school buildings shall be safeguarded in secure areas at all times. The Houston County Board of Education shall assume no responsibility for funds lost in a school, unless it is determined or suspected that an employee has misused funds for any purpose.

The Board requires that school funds be deposited on a daily basis, but a bonded individual at each school. The amount(s) of the deposit is not significant or the determinant of whether or not a deposit should be made.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-13A-6**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-13A-6**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§_____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: DOC**

CHAPTER 7.00 - BUSINESS SERVICES

ACCOUNTABILITY AND REPORTING

7.20

I. Accounting

- A. The Houston County Board of Education shall, following recommendations by the Superintendent, prescribe regulations for the keeping of accounts and fiscal record and the making of reports by all under the Board's jurisdiction who are charged with such responsibility. Prescribed regulations shall be consonant with those of the State Board of Education, the Division of Administration and Finance of the State Department of Education, the directives of the state Department of Examiners of Public Accounts and Generally Accepted Accounting Principles.
- B. Line items in the budget may be changed, with Houston County Board of Education approval, at anytime during the fiscal year provided such change is consistent with existing laws and regulations of the state and federal government.
- C. The Superintendent shall keep the Board informed through monthly financial statements concerning the status of the budget.
- D. Said accounts and fiscal records shall be available during normal business hours for inspection by the public. They shall be preserved for a five-year period of time or for such period as specified by the State Department of Education's retention schedule.
- E. The Superintendent shall develop specific procedures to ensure that accounting practices throughout the system are consistent with Generally Accepted Accounting Principles.

II. Annual Financial Report

The Board shall publish annually in a public newspaper a complete statement of receipts and disbursements as well as a statement of outstanding funded and unfunded indebtedness of the school system for the 12-month period ending the preceding September 30. Such statements shall be drafted on the forms required by the State Superintendent of Education.

III. Accountability Reports

- A. The Board shall approve an annual accountability report for each of its schools. This report shall include but not be limited to the following:

CHAPTER 7.00 - BUSINESS SERVICES

1. A Funding and Expenditures Report which shall include annual budgets and financial statements and any other documents which may be necessary to assess the financial stability of the Board;
 2. A Student Achievement Report which shall include a comparison of test scores and data such as dropout rates, attendance rates, graduation rates, college attendance and any other data deemed necessary by the Board or State Board of Education to inform the public about student achievement in each school.
 3. A School Safety and Discipline Report which shall include statistical information relating to student safety and discipline in each Houston County school and any other data deemed necessary by the Houston County Board of Education or the State Board of Education to inform the public about safety and discipline in each school.
- B. These reports shall be made available to the media, made available to parent organizations, members of the Legislature who represent the area in which a particular school is located and submitted to the State Superintendent of Education.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-6B-6, 16-6B-7, 16-11-22, 16-11-24,
16-12-14, 16-13-31, 16-13-106,
16-13-140, 16-13-143, 16-13-144, 41-5-14

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW

CHAPTER 7.00 - BUSINESS SERVICES

FEES/TUITION

7.21

- I. The Houston County Board of Education shall not collect fees of any kind from children attending public kindergarten or any of the first six (6) grades of the school system.

- II. No fees shall be collected in secondary schools for courses required for graduation. The Houston County Board of Education shall set reasonable fees in non-required courses, e.g., reasonable fees for laboratory and shop materials and equipment. Such fees shall be waived for students who cannot afford to pay set fees.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-10-6, 16-11-26**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: DFG**

CHAPTER 7.00 - BUSINESS SERVICES

SALE OF EQUIPMENT AND SUPPLIES

7.22

- I. The Houston County Board of Education authorizes the Superintendent to grant permission for the operation of stores selling merchandise that is needed by pupils to facilitate classroom instruction. School stores shall operate as a convenience to the students and shall not in any way interfere with the educational process or cause any student to be in class less than the minimum number of hours in the Houston County Board of Education approved day.
- II. Separate records, subject to audit, shall be kept for school stores, and profits derived from sales shall be used for general items supporting the school as a whole.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-11-22**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: DFN**

CHAPTER 7.00 - BUSINESS SERVICES

PAYROLL PROCEDURES

7.23

- I. Payroll Preparation
 - A. The Houston County Board of Education delegates payroll preparation for the payment of employee salaries to the Superintendent or his/her designee. The payroll shall be in accordance with the salary policy approved by the Board, any rules or regulations promulgated by the State Superintendent of Education, and state law.
 - B. Payroll checks shall be released on the last working day of the month on a twelve (12) month basis.
- II. Salary Deductions
 - A. The Houston County Board of Education will make salary deductions which are considered statutory, including federal income tax, state income tax, retirement, etc., in accordance with applicable laws and regulations.
 - B. The Houston County Board of Education will approve salary deductions when 25% of employees or groups of employees request such deductions as provided by law. The deductions shall be made from salaries and shall be remitted to the appropriate recipient as specified and in a timely manner following each deduction.
 - C. New authorization for payroll deductions may be added during open enrollment or upon state required enrollments.
 - D. Upon termination, amounts owed under the authorization of an employee shall be deducted from an employee's final pay.
 - E. When amounts have been correctly deducted and remitted by the Houston County Board of Education.
 - F. The Houston County Board of Education shall bear no further responsibility or liability for further transactions. The Board shall not be liable for any error while acting in good faith to make the subject deductions.
 - G. Whenever an employee is separated from the system prior to the end of the contract period, the terminal pay shall be computed on a per diem basis.

CHAPTER 7.00 - BUSINESS SERVICES

- H. Pre-tax premium deductions. All employee deductions which are eligible under Section 125 are to be considered as pre-tax deductions, with the exception of disability policies which are not to be pre-tax premiums.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-12-17, 16-13-10, 16-13-231,
16-13-232, 16-22-5, 16-22-6,
16-22-7, 16-22-17, 36-1-4**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: DJCA**

CHAPTER 7.00 - BUSINESS SERVICES

TRAVEL EXPENSE REIMBURSEMENT

7.24+

- I. Travel expenses incurred by employees and Board members or other authorized persons involved in conducting Houston County Board of Education business may be reimbursed when authorized by the Superintendent or the Board.
- II. Houston County School System employees must receive approval in advance from the Superintendent or designee for travel.
- III. Any person requesting reimbursement for travel expenses shall provide required documentation. Actual expenses, vehicle mileage costs, and other allowable travel reimbursement may be established. No person shall receive reimbursement from the Houston County Board of Education and from other sources for the same travel expense, nor shall payment be made for personal items or entertainment. Travel reimbursement will be in accordance with approved rates established by the Houston County Board of Education.
- IV. The Superintendent shall establish uniform procedures to implement this policy and prescribe forms and procedures necessary for maintaining accurate, uniform records. Travel procedures shall ensure reasonable economy.
- V. Violation of this policy or falsification of required records shall be grounds for disciplinary action including dismissal.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-16, 16-8-8,
16-12-1, 16-12-3(a)**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: DJD**

CHAPTER 7.00 - BUSINESS SERVICES

CASH IN SCHOOL BUILDINGS

7.25

It shall be the policy of the Houston County Board of Education that all school funds collected at each school or school activity of the Board shall be deposited in a bank on a daily basis, to include night depository. In the event that due to an un foreseen or emergency situation it is impossible to deposit said funds on the day of receipt, it is the responsibility of the local school principal to provide for the security of the funds until the next day the bank is open.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-13A-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: DOCBB**

CHAPTER 7.00 - BUSINESS SERVICES

DEPOSITORY OF FUNDS

7.30

- I. All funds of the Houston County Board of Education, whether federal, state or local, shall be deposited in a bank or trust company designated as the depository of the Board and to the account only of the Board.
- II. To the extent possible, no funds shall be left in a school overnight.
- III. Depositories in compliance with applicable state laws may only be used.
- IV. Funds held solely for the purpose of paying registrars or paying agents are exempt from the requirements of Title 41, Code of Alabama.
- V. No more than one thousand dollars (\$1,000.00) should be maintained within any Houston County school facility overnight.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
11-1-7, 16-8-8,
16-12-3, 41-14A-1, et seq.**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: DG, DOC**

CHAPTER 7.00 - BUSINESS SERVICES

FOOD SERVICE FUNDS

7.31*

The Houston County Board of Education requires that all Child Nutrition Program funds be accounted for in accordance with policies and procedures set forth by the local, state, and federal requirements.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-11-21, 16-11-22, 16-12-3(a), (f),
16-12-12, 16-13-31, 16-22-11**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-080-030-.03

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 7.00 - BUSINESS SERVICES

INVESTMENT OF FUNDS

7.32

- I. Based upon a written system of internal controls and operational procedures, the Superintendent or his/her designee shall invest temporarily idle funds to earn the maximum return for the period available. Highest priority shall be placed on the safety and liquidity of funds. Funds may be placed in the following types of investments:
 - A. Bids from qualified depositories;
 - B. Certificates of deposit;
 - C. Time deposits;
 - D. Securities of the United States Government including obligations of the United States Treasury; or,
 - E. Investment pools managed and directed by an approved agency of the state.
- II. The principal may invest temporarily idle internal account funds in qualified depositories at the best available return subject to the advice of Houston County School System staff trained in investment practices and procedures.
- III. Other investments may not be made unless specifically authorized.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3, 16-13A-1
41-14A-1, et seq.**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-5

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 7.00 - BUSINESS SERVICES

RESERVE FUNDS

7.33*

The Houston County Board of Education, in accordance with Alabama law, directs that a General Fund reserve fund balance be maintained of an amount not less than one month's operating expenditures. Operating expenditures shall include all funds necessary to support normal operations of the school district for one month.

The Houston County Board of Education sets as a goal to achieve and maintain a balance equal to one (1) month's operating reserves. This goal does not replace the legal requirement specified in the previous paragraph.

The Superintendent or Chief School Financial Officer will inform the board, before the Board votes on a budget or budget amendment, if the approval of the budget or budget amendment will prevent the establishment or maintenance of a one-month's operating balance.

A one-month's operating balance shall be determined by dividing the General Fund expenditures and fund transfers out by twelve. In determining the General Fund expenditures and fund transfers out, the proposed budget or budget amendment, shall be used.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-21, 16-11-22, 16-12-3(a), (f),
16-12-12, 16-13-31, 16-22-11

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW

CHAPTER 7.00 - BUSINESS SERVICES

BONDED PERSONNEL

7.40

- I. The Superintendent and the designated Chief School Financial Officer (CFO) shall be bonded at an amount fixed by the State of Alabama in a reputable surety company authorized to do business in Alabama. A certified copy of such bond shall be placed on file with the State Department of Education.

- II. The Superintendent or his/her designee shall secure surety bonds, in an amount agreed upon by the Board, for all employees of the Houston County School System who may be charged with the responsibility for handling public school funds.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-11-7, 16-13-8, 16-13-9,
16-13A-12, 16-3-13**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-5-.02

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 7.00 - BUSINESS SERVICES

INDEBTEDNESS

7.41

Any Houston County school employee or other person shall be personally liable for creating any bill of indebtedness against a school or against the Houston County Board of Education unless authority exists under duly adopted policy of the Houston County Board of Education or unless authorized in writing by the Superintendent. Any employee violating the provisions of this rule may be subject to cancellation of his or her contract or dismissal from employment.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-13A-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 7.00 - BUSINESS SERVICES

AUDITS

7.50

Fiscal audits shall be completed by an employee of the Alabama Department of Examiners of Public Accounts. Auditors shall conduct audits in accordance with the procedures set forth by the Department and shall, within that scope, furnish such schedules as the Houston County Board of Education may require. No audit shall fail to provide a comprehensive report on all accounts assigned for audit by the Board.

The Superintendent shall prepare a report of all local audits summarizing the effect of the year's operations for presentation to the Board. Audits other than annual audits shall be performed as the need is indicated.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-4-7, 16-4-8, 16-13A-7,
41-5-14, 41-5-23

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-4

HISTORY:

ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: DOBA

CHAPTER 7.00 - BUSINESS SERVICES

PURCHASING AND BIDDING

7.60

- I. Bidding – The Houston County Board of Education directs that expenditures of public school monies in excess of \$15,000 made by the Board for labor, services, work, the purchase or lease of materials, equipment, supplies or any other personal property, with limited exceptions established by state law, shall be contracted by free and open competitive bidding with sealed bids and shall be awarded to the lowest responsible bidder meeting specifications.

Bids for building/capital improvement projects exceeding \$50,000 must comply with the state Public Works Act.

- II. Local Purchasing

- A. The Houston County Board of Education should purchase locally provided products of equal quality that are readily available from local suppliers at prices equal to other non-local vendors. Pursuant to state law the Board, when purchasing personal property or contractual services, shall give preference to commodities produced in Alabama or sold by Alabama persons, firms or corporations.
- B. The Houston County Board of Education shall not be limited to making purchases within the local community or the state of Alabama when such local purchases within the local community or the state of Alabama do not meet the quality or competitive price of goods or services available from vendors outside the local community or state of Alabama.
- C. Preference may be given to a local vendor having a place of business in the county or municipality for the purchase of personal property, when a bid submitted by such a resident bidder is no more than three (3) percent greater than the bid of the lowest responsible bidder.
- D. Houston County Board of Education shall require that a requisition/purchase order system be established and followed.
- E. Local school purchases exceeding five thousand dollars (\$5,000.00) must have the signature of the principal and the Superintendent.

CHAPTER 7.00 - BUSINESS SERVICES

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
41-16-50, 41-16-51, 41-16-57
39-2-1, et seq.**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S):04-13-2015
FORMERLY: NEW**

CHAPTER 7.00 - BUSINESS SERVICES

ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY 7.61+

- I. Acquisition
 - A. All property purchased through system funds, internal funds, or donations from outside sources shall be acquired using system purchasing procedures.
 - B. All property, including vehicular equipment, shall be under the full control and name of the Houston County Board of Education.
 - C. All property with a value of five thousand dollars (\$5,000.00) acquired through internal accounts or donations, shall be reported immediately by the principal or worksite supervisor to the designated property records office on the prescribed forms.
 - D. Principals and supervisors of facilities shall be responsible for determining that all property is identified and accounted.
- II. Exchange - Each principal and supervisors of facilities shall determine the property needs for his/her school or department. The Houston County principal or system department head shall declare any property which is not needed, upon approval of the designated property control office, and may requisition additional property through proper procedures.
 - A. Surplus property shall be reported on proper forms to the designated property records office which shall be responsible for acquiring and storing the surplus property.
 - B. Property items with a value as established in I.C. above may be exchanged between system departments and schools when approval is granted by the designated property records office and subsequently by the appropriate Houston County administrator. Notification of each approval shall be filed in writing with the designated property records office to adjust property records of schools and system departments.
 - C. Houston County Board of Education equipment shall not be used for gainful outside employment or private use of employees or by any for profit group or organization.

CHAPTER 7.00 - BUSINESS SERVICES

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-13A-1,16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 7.00 - BUSINESS SERVICES

PROPERTY SALE, TRANSFER, DISPOSAL

7.62

The Houston County Board of Education shall be advised by the Superintendent in the event that certain real or personal property is no longer needed for public school purposes. Prior to presentation to the Board, the Superintendent shall determine that the property is not needed by any Houston County school facility. The Superintendent is authorized to store property for later use if that property is determined to have value and the Superintendent believes the property will be used in the future by a Houston County School System facility.

The Board, upon receipt of such report, may at such time as it deems proper and at its discretion declare that such property is no longer needed for public school purposes.

Once real property is declared as surplus by the Houston County Board of Education, the Superintendent or his/her designee shall be authorized to take appropriate action in disposing of such property as outlined below:

- A. Obtain an appraisal(s) reflecting the fair market value of all real property and significant personal property.
- B. Notify local governmental authorities that such property is no longer needed for school purposes and invite a proposal if there is a need for such property.
- C. Follow the procedures in the manner prescribed by state law for the sale of real property.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-4-7, 16-4-8, 16-11-22,
41-5-14, 41-5-23

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-4

HISTORY:

ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: DFM

CHAPTER 7.00 - BUSINESS SERVICES

LOST OR STOLEN PROPERTY

7.63

- I. The principal or designee shall notify the following individuals when any Houston County School System property has been vandalized, stolen, or lost:
 - A. The proper law enforcement agency immediately to provide such information as may be available if the property is believed to have been stolen;
 - B. The system office by telephone; and,
 - C. In writing with a copy of such notice being sent to the Superintendent or the clerk of fiscal assets.
- II. The custodian of the property records, or their designee, shall prepare a written report and recommendation to the Superintendent if the property is not recovered within thirty (30) days of notification.
- III. The Superintendent shall report to the Houston County Board of Education any property that has been lost or stolen if not recovered within thirty (30) days after the discovery of the loss or theft except major losses shall be reported to the Board immediately. Such a report shall include a recommendation that the property record be made inactive and any information applicable to personal liability shall also be reported.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 7.00 - BUSINESS SERVICES

INVENTORIES AND PROPERTY MANAGEMENT

7.64

The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the Houston County School System. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number, and shall be consistent with all controlling requirements of Alabama statutes and rules. School inventories shall be verified by administration at the Superintendent's direction.

- I. All equipment that has a value or cost specified by the Houston County Board of Education shall be listed.
- II. Property inventories shall be performed annually. It shall be each principal's duty to designate a person to make an annual inventory of all school property within his/her building(s). This report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. Such inventory shall be verified by the central office and filed with the central office either at the time designated in writing by the property control officer or at the time of any principal's resignation.
- III. Any incoming principal and the facilities supervisor shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the central office to identify any shortages or discrepancies.
- IV. The principal shall also be responsible for inventories of properties not listed in section I above. such as library books, films and tapes, and other materials as deemed appropriate. These inventory records shall remain on file in the individual school.
- V. The Superintendent shall prescribe the procedures for the accountability of property.
- VI. All equipment purchased by the various school organizations or by outside organizations for school or system use shall become Houston County Board of Education property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.
- VII. The Superintendent or designee shall maintain a current and perpetual inventory of all stock in Houston County Board of Education warehouses and shall file an annual end-of-the-year report of the count and value of such items with the finance department.

CHAPTER 7.00 - BUSINESS SERVICES

VIII. The Superintendent shall report to the Houston County Board of Education any property that has been lost or stolen if recovery is not made by the next regular Board meeting after the discovery of the loss or theft. Such report shall include a recommendation for inactivation of the property record and information concerning possible personal liability which may be appropriate as the circumstance may indicate.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-13A-6**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-1-4(3)(C)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

PURCHASE ORDERS

7.65

Purchase orders are required by the Houston County Board of Education for all materials, equipment and supplies paid for out of the general fund of the Houston County Board of Education. The following procedures must be followed:

1. A purchase order is obtained from the Central Office by submitting a requisition in three (3) parts as follows: white copy – to Central Office; pink copy –submitted to Central Office after purchases have been received; and, yellow copy – retained by the person submitting the requisition.
2. Special instructions should be noted on the requisition in such a way as to be easily detected by the Purchase Order Clerk or school secretary.
3. Only the Purchase Order Clerks are authorized to order items requiring a purchase order.
4. Invoices received which do not have a purchase order number will not be the responsibility of the Houston County Board of Education; the person placing the order has sole responsibility for payment in such cases.

“Blanket” purchase orders may be issued by the Purchase Order clerk to vendors from whom materials are purchased on a regular basis. This blanket purchase order will be valid only during the month in which it is issued. When a blanket purchase order is used, each invoice shall not exceed \$100.00, and total purchases for a blanket purchase order shall not exceed \$500.00.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-13A-5; 16-13A-6**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-13A-5; 16-13A-6**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§_____

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: DJEG**

CHAPTER 7.00 - BUSINESS SERVICES

RISK MANAGEMENT INSURANCE

7.70

- I. No new policy or procedure will be adopted or approved by the Houston County Board of Education without first giving careful consideration to the school system's risk exposure.
- II. When the purchase of insurance coverage is deemed necessary, such purchase will be made on the basis of service offered by the insurer or self-funded programs, the reliability and financial stability of the insurer or self-funded program, and the price of the coverage as competitively determined.
- III. Insurance Coverage – The Houston County Board of Education shall insure for:
 - A. Full value of all property for which it has title, including but not necessarily limited to buildings and contents.
 - B. Errors and omissions liability coverage to protect Board members, Board employees and the school system.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-13A-1, , 16-12-5, 16-22-5**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 7.00 - BUSINESS SERVICES

FUND-RAISING FOR SCHOOL PROJECTS AND ACTIVITIES

7.90*

All fund-raising projects and activities by schools or groups within the Houston County School System shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent.

The determination of the fund-raising projects and activities for a school shall be the responsibility of the principal and the staff and shall conform to the following conditions and any directives by the Superintendent.

- I. Fund-raising activities and projects within all Houston County schools shall be kept within a reasonable limit. Before approving any project or activity, the principal shall require full justification of the need and explanation of the manner in which the funds will be expended.
- II. Fund-raising activities that are designated as "game of chance" in any format are prohibited by any student organization.
- III. Merchandising projects shall be kept to a minimum.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-080-030-.03

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: DFGB**

CHAPTER 7.00 - BUSINESS SERVICES

SHORT-TERM NOTES

7.91

In accordance with state law, the Houston County Board of Education has the authority during any fiscal year, and upon recommendation of the Superintendent, to borrow money in anticipation of current revenues for that fiscal year and to pledge the current revenues for said fiscal year for the payment of such loan or loans if funds on hand are not sufficient to meet current expenses. All such loans shall be recommended by the Superintendent and approved by the Board. Rates of interest on any loans shall not exceed the maximum allowed by law.

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

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-13-145**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: DFE**

CHAPTER 7.00 - BUSINESS SERVICES

EXPENDITURE OF PUBLIC FUNDS FOR RECOGNITION

7.92

In order to promote academic excellence and recognize significant contributions to education, the Houston County Board of Education may expend public funds for the purchase of trophies, plaques, academic banquets, and other appropriate honors to recognize special contributions by students, faculty, staff, and the public that strengthen public education in the school system and the state of Alabama.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-30-50 et seq**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
AL Acts 95-313 and 95-314**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4(5)(b)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 7.00 - BUSINESS SERVICES

EXPENDITURE OF FUNDS

7.93

Any and all funds of the school system, whether received from federal, state, local or other resources shall be disbursed only on the written order of the Superintendent or his/her designee. The actual signature and a facsimile of the following employees shall be required on all drafts and checks drawn against any bank account of the Houston County Board of Education.

- I. Chief School Financial Officer
- II. Superintendent

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-13A-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: DJ**

CHAPTER 8.00 - AUXILIARY SERVICES

SAFETY

8.10+

The Superintendent shall develop a safety program for Houston County Board of Education approval which meets the standards set forth by the Alabama State Department of Education. The program shall ensure that:

- I. Employees shall cooperate with the law enforcement officials in providing safe conditions for students.
- II. All Houston County School System employees strive to protect the physical welfare of each student.
- III. Employees remove hazards or report their existence to an immediate supervisor.
- IV. School alarm systems are monitored. Any malfunction shall be reported for immediate repair.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(1)

HISTORY:

**ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: JGFA**

CHAPTER 8.00 - AUXILIARY SERVICES

INSPECTIONS

8.14

As part of a comprehensive safety and loss control program, the Houston County Board of Education requires that all Houston County School System-owned property be inspected regularly for potential safety hazards. These inspections should be conducted by the person responsible for managing the site. Hazardous conditions identified within the inspection report should be reported to the maintenance department or other appropriate staff for correction. A written report of all safety inspections shall be submitted to the Superintendent and placed on file.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01, §290-3-1-.02(a)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 8.00 - AUXILIARY SERVICES

EMERGENCY DRILLS

8.15+

- I. Fire Drills – The Houston County Board of Education requires that at least one (1) fire drill be held in each school during each month school is in session. A fire drill shall require complete evacuation of the building.
- II. Tornado Drills -- A minimum of four (4) tornado drills shall be held each year. Each Houston County school shall keep a record on file of all emergency drills and shall forward a copy of the report to the Superintendent.
- III. Procedures shall be developed as part of the Houston County School System’s Safety Plan to deal with other disasters and emergencies. Drills on such procedures, including lock down drills, will be conducted periodically.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 36-19-10**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 8.00 - AUXILIARY SERVICES

SANITATION

8.20*

Each Houston County School System school principal or work site supervisor or designee, shall be responsible for maintaining satisfactory standards of sanitation and housekeeping.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-8-43, 16-22-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-080-030-.03

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 8.00 - AUXILIARY SERVICES

VEHICLE INSPECTIONS

8.30

- I. All Houston County Board of Education buses used for the transportation of children shall be inspected both monthly and annually in accordance with standards established by the State Department of Education.
- II. Any vehicle found to be deficient shall be removed from service and shall not be used to transport students until the appropriate repairs have been made and further inspection reveals that the deficiency has been removed.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-27-1, 16-27-3, 16-27-5, 16-27-6,
16-27-8, 32-6-49.1 to 32-6-49.20**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01(2)

HISTORY:

**ADOPTED: july 21, 2008
REVISION DATE(S): _____
FORMERLY: **NEW****

CHAPTER 8.00 - AUXILIARY SERVICES

SPECIAL USE OF SCHOOL BUSES

8.31

- I. Buses may be used for field, educational, and extracurricular trips.
- II. Any school which uses a bus for a trip shall reimburse the Houston County Board of Education at the mileage rate established by the Board from the location of the bus to the destination and return.
- III. The Houston County Board of Education shall be responsible for paying the driver for the extracurricular trip. The school shall be responsible for reimbursing the Board for salaries as determined by the Board.
- IV. A school bus may not be used for an extracurricular trip if the trip requires an overnight stay without special approval of the Superintendent.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-27-2**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01(2)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 8.00 – AUXILIARY SERVICES

CHILD NUTRITION PROGRAM

8.40+

- I. The Houston County Board of Education shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.
- II. It is an objective of the Houston County School System that all students have the opportunity to participate in the school lunch program. The Child Nutrition Program Director shall determine, in accordance with federal regulations, those students eligible for free or reduced price lunches.
- III. The Houston County Board of Education Child Nutrition Program (CNP) lunchrooms shall incorporate food safety practices as outlined under Hazard and Critical Control Point (HACCP) guidelines, Standard Operating Procedures (SOPs) shall be developed for handling, storage, preparation, and serving of all foods.
- IV. The Superintendent is instructed to develop all policies and procedures in compliance with state regulations.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-8-8, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW

CHAPTER 8.00 - AUXILIARY SERVICES

MEAL PATTERNS

8.41*

- I. All Houston County schools with grades K-12 shall participate in the Child Nutrition Program and shall serve student meals according to meal patterns established by the United States Department of Agriculture.
- II. The principal is responsible for scheduling adequate lunch time for students between the hours of 10:00 a.m. and 2:00 p.m. Variations from this schedule must have the approval of the Superintendent or designee.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-080-030-.03

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 8.00 - AUXILIARY SERVICES

UNCOLLECTED CHARGED MEALS AND BAD CHECK POLICY 8.42*

- I. The Houston County Board of Education does not permit students or adults to charge meals from the Child Nutrition Program (CNP). Uncollected charged meals are in actuality bad debts are not an allowable expenditure for the Child Nutrition Program (CNP). It is suggested that each school, through the PTA or some other local charitable organization, provide donations should a child not have meal money. It is further suggested that should this situation occur more than once, that the parent be contacted and informed that in the future the parent will be called to bring meal money to school.
- II. All adult meals will be paid for unless the meals are part of a special incentive program or the meals are for school food service employees. Parents or other visitors may eat in the cafeterias upon invitation from the school administrators.
- III. The Houston County Board of Education authorizes the Superintendent to contract with a debt collection agency to expedite the collection of any uncollected or worthless checks.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 8.00 – AUXILIARY SERVICES

FACILITIES

8.50+

- I. It shall be the responsibility of the Houston County Board of Education and Superintendent to develop and/or implement plans that will meet the present and future educational requirements of the community consistent with state laws. To discharge this responsibility effectively, the Board shall develop a long-range capital plan to meet the school facility-related requirements of the system.
- II. The Board will involve administrators, teachers, students, parents, local citizen groups, specially designated committees, and technical personnel, e.g., architects, planners and approved outside consultants in the design, development and/or revision of the long-range capital program.
- III. Subject to Board approval, the Superintendent is authorized to secure the services of experts, including planning and architectural consultant(s), in the area of school plant planning, to work with staff in developing project specifications.
- IV. New construction or renovation at school facilities shall have the approval of the State Superintendent of Education.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-3-17, 16-4-21, 16-12-6,
16-12-7, 16-13-90, 16-9-22

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-2-03-.01

HISTORY:

ADOPTED: _____
REVISION DATE(S): JULY 21, 2008
FORMERLY: KNC

CHAPTER 8.00 – AUXILIARY SERVICES

SUPERVISION OF CONSTRUCTION

8.51

- I. The Superintendent or designee shall provide to the Houston County Board of Education a review of the architect's activities in his/her supervision of any building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the school system. The Superintendent or designee shall make periodic reports certifying that the work of the construction contractor and the architect are being performed in accordance with plans, specifications and contracts.

- II. Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance will be made to the Houston County Board of Education by the Superintendent.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3,
16-3-12, 16-3-14, 16-4-10, 16-13-90**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-2-.01

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 8.00 - AUXILIARY SERVICES

IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS

8.53

Any individual or group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal and Superintendent for Houston County Board of Education approval. Any such improvement or addition shall become the property of the Board. Permanent structures shall have utilitarian value in the operation of the school or may be erected in memory of an individual who has been associated with the school either as a student or Houston County School System employee or in honor of an organization which has made some outstanding contribution to the school or system. All improvements or additions must meet current building codes, including the Americans with Disabilities Act and State Department of Education Bulletin 1983-26 as amended.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-2-.02 et seq.

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 8.00 - AUXILIARY SERVICES

TECHNOLOGY AND TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

8.60+

- I. The Houston County School System shall develop a comprehensive technology and telecommunications plan for administrative and instructional purposes. The plan shall advance and promote public education consistent with technology advances and availability of resources. To the extent feasible, it shall promote access, collaboration, and information sharing between and among schools, system offices, and the global community and include provisions for protecting students from access to inappropriate and prohibited information and materials.
- II. The Superintendent or designee shall be responsible for establishing and authorizing use of technology, telecommunications services and networks consistent with the telecommunication plan which shall be presented to the Houston County Board of Education for approval. Such plan shall be updated periodically and submitted for Board review and approval.
- III. Such guidelines shall be broadly distributed and/or posted in appropriate locations. Such guidelines shall address computer room access; sale of computer services; acceptable use; proper etiquette; security; vandalism; harassment; and supervision of student use by staff. Any user violating such guidelines shall be subject to denial of school-based access and such other legal or disciplinary actions as are appropriate to the violation.
- IV. Houston County School System computers, network access, and other information resources such as electronic mail (e-mail) are provided for staff use to support the system's mission and goals. Access by staff and students to inappropriate and prohibited information and materials shall be limited by the use of appropriate software. All such resources are Houston County Board of Education property and subject to the same rules for use as other physical property. In addition, the following rules shall apply:
 - A. Use of information resources should be limited to legitimate educational purposes. Programs for personal use should be avoided. Use for illegal or commercial purposes is not authorized.
 - B. E-mail, World Wide Web pages, and other forms of electronic documentation:
 1. Will not be obscene, abusive, or contain other inappropriate material.
 2. Will require the same handling as other public records.

CHAPTER 8.00 - AUXILIARY SERVICES

- C. User accounts and passwords must not be shared except where authorized. The person in whose name an account is issued is responsible for its proper use at all times.
 - D. Copyright and license agreements will be respected; no unauthorized copies of programs or files will be made.
 - E. Users shall not take unauthorized actions which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, or destroy the data or service of the computer or network systems.
 - F. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including chain letters and jokes, is not authorized.
 - G. Users must avoid spreading computer viruses. Users may not download files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
- V. The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no expectation of privacy when using Houston County Board of Education provided equipment and network resources.
- VI. Users must acknowledge their understanding of all policies and guidelines on a yearly basis by reading and signing the applicable Houston County School System Acceptable Use Policy. The Houston County School System will annually update the Acceptable Use Policy for Students and the Acceptable Use Policy for Employees.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3, 16-13-231**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01(4)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 8.00 - AUXILIARY SERVICES

TELEPHONE SERVICE	8.61
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- I. To promote efficiency and economy, the Superintendent or designee shall develop a uniform system for implementing effective telephone service systems, including use of telephone lines to support technology. Houston County School System personnel shall be informed of this system.
- II. The Houston County School System shall encourage use of toll free networks or equivalent services.
- III. Telephone service and long distance billings shall be subject to periodic review and audit. No person shall charge unreimbursed long distance personal calls to the Houston County Board of Education.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

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HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 8.00 - AUXILIARY SERVICES

WELLNESS	8.62
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The Houston County Board of Education believes a good education prepares students for all facets of life, including healthy living. In accord with the State Board of education’s Implementation Guidelines for Exercise and Nutrition, the school board supports activities to encourage student wellness, including:

1. Integrating nutrition information across the curriculum, aside from the health curriculum, when appropriate;
2. Providing students opportunities for physical activity such as physical education courses and intramural athletics;
3. Adopting regulations regarding reimbursable meals consistent with federal guidelines;
4. Encouraging students to participate in the school meal program for which they are eligible; and
5. Supporting professional development for staff and informational programs for students on nutrition and physical education.

The superintendent will designate an administrator to oversee the board’s efforts to promote student wellness and collaborate with parents, students, administrators and food authority representatives when developing student wellness policies and programs.

STATUTORY AUTHORITY: **CODE OF ALABAMA**
16-1-30

LAW(S) IMPLEMENTED: **CODE OF ALABAMA**
16-8-8

ALABAMA ADMINISTRATIVE PROCEDURE ACT: **—**

HISTORY: **ADOPTED: JULY 21, 2008**
REVISION DATE(S): _____
FORMERLY: NEW

CHAPTER 8.00 - AUXILIARY SERVICES

CELL PHONE USE

8.63

The Houston County Board of Education may permit any student to carry a pocket pager, cellular telephone, or other electronic communication device while on school property and may permit any student to use a picket pager, cellular telephone, or other electronic communication device, when such use is expressly and specifically permitted by the school administrator, teacher, or employee who is acting in a supervisory capacity at the time of the use.

Any student found in violation of this policy may be subject to suspension or other disciplinary action by the school administration and/or the Houston County Board of Education.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-1-27; ACT 1989, #89-953;
P.1880, §1, ACT 2006-530, §1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

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HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 8.00 - AUXILIARY SERVICES

INFORMATION MANAGEMENT SYSTEM

8.70+

The Houston County School System shall develop and maintain an integrated information system for educational management. The Superintendent or designee shall ensure compatibility exists with the state information systems. Procedures and guidelines shall be developed to ensure that adequate management information support needs are met.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3, 16-13-231**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _

§290-4-1-.01(2-5)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 8.00 - AUXILIARY SERVICES

RECORDS RETENTION AND DISPOSAL

8.80+

- I. The Houston County Board of Education shall establish and maintain a system for the retention and destruction of school records consistent with legal requirements to minimize record storage requirements and permit the Superintendent to administer the affairs of the Houston County School System more efficiently.
- II. After complying with the provisions of laws and rules, the Superintendent is authorized at his/her discretion to destroy general correspondence and other records, papers, and documents, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained according to Child Nutrition Program guidelines, and records of milk, bread and juice are to be maintained permanently.
- III. An employee will be subject to disciplinary action, up to and including termination, for the unauthorized, intentional destruction of school board records.
- IV. The Board shall adopt a document preservation plan to ensure that when a lawsuit is filed or reasonably anticipated, it takes special precautions to prevent the loss of potentially-relevant electronic data. Electronic data includes all forms of electronic communications and records such as email, word processing, calendars, voice messages, videos, photographs and other digital information.
 - A. When a lawsuit is filed or reasonably anticipated, a litigation hold shall be issued to appropriate individuals, which shall define and identify records to be preserved and direct that the records be preserved and how to do so. A person receiving a litigation hold has a duty to preserve all records, whether existing or later created, in the person's possession or scope of responsibility that are identified in the litigation hold, effective immediately.
 - B. A litigation hold suspends any Board or divisional policies or procedures that might call for the destruction of electronic records under the recipient's control and protects and preserves all electronic records in their original electronic form.
 - C. The Board's duty to preserve records shall continue until the litigation, or the threat of litigation that prompted the litigation hold has ended.
 - D. After a lawsuit is filed and when the Board receives a request from an opposing party for production of electronic records, the Board's counsel and the Board will determine the best approach to take in order to efficiently produce a complete and accurate response.

CHAPTER 8.00 - AUXILIARY SERVICES

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-13A-6, 36-12-40, 41-13-1
RECORDS DISPOSITION AUTHORITY,
ALABAMA DEPARTMENT OF
ARCHIVES AND HISTORY**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISION DATE(S): JULY 21, 2008
FORMERLY: KL**

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS	9.10
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- I. Each Houston County School System principal is encouraged to cooperate with parent and school support groups. The school principal shall be responsible for forming and assisting organizations which are desired and necessary for the school program; such organizations shall be kept active by the school principal for the duration of their need and encouraged to maintain accurate financial and activity records.

- II. Parent-Teacher Groups – The Houston County Board of Education considers parent-teacher groups as auxiliaries to the public schools and not as “outside” groups. Whenever a local parent-teacher group is formed, it shall be permitted to hold its regular meetings in the school building, and it shall be the duty of the principal and the teachers of the school to further the work of the group in every way practicable. Meetings of these groups may be held in the school building with the permission of the school principal without the necessity of the lease required of “outside” groups.

- III. Booster Clubs – It shall be the policy of the Houston County Board of Education to work with and encourage the support of band, academic, and athletic booster clubs.
 - A. All booster club activities shall be authorized by and coordinated with the school principal.
 - B. If Booster Club funds are a part of the local school’s finances, then all funds shall be accounted for by the school principal; all purchases shall be approved by the school principal.
 - C. Booster clubs shall not directly or indirectly supplement the pay of band directors, coaches, advisors, or any other school employees.
 - D. All decisions concerning personnel employed by the Houston County Board of Education shall be strictly reserved as a Houston County Board of Education matter and shall not be the prerogative of booster clubs.
 - E. Any person paid solely by a citizen group must be approved by the Houston County Board of Education prior to being permitted to work with students in the local schools.

- IV. The Houston County School System administration shall appoint a federal program advisory council, a career-technical council, and other appropriate parent advisory committees/councils as needed.

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3
36-25-1 et seq.**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-1-.01(2-3)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

PARENT INVOLVEMENT: FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT

9.15

- I. The Houston County School System and each school principal are encouraged to strengthen family involvement and family empowerment in the school. The Houston County School System will coordinate and integrate parental involvement strategies with school improvement, Title I, Title II, Title III, Title IV, Title VI, community involvement programs, business partnerships, and other community involvement activities. Parents will be afforded substantial and meaningful opportunities to participate in the education of their children.

- II. The Houston County School System will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective and comprehensive parent involvement programs which include the following:
 - A. Communication between home and school is regular, two-way and meaningful.
 - B. Communication between home and school includes conferences, telephone conversations, parent involvement meetings, written resource materials, community and system-wide surveys and needs assessments.
 - C. Responsible parenting is promoted and supported.
 - D. Family literacy and parenting skills are emphasized.
 - E. Parents play an integral role in assisting student learning.
 - F. Parents help their children meet challenging state and local content and achievement standards.
 - G. Parents are welcome in school and their support and assistance are sought.
 - H. Opportunities to volunteer are frequently communicated.
 - I. Parent participation on advisory committees strengthens program review, planning and improvement.
 - J. Parents are full partners in the decisions that affect children and families.

CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

- K. Community resources are utilized to strengthen school programs, family practices and student learning.
- III. The Houston County School System will communicate parental choices and responsibilities to parents.
- IV. The Houston County School System will provide professional development opportunities for staff members to enhance understanding of effective parent involvement strategies through the professional development plan.
- V. The Houston County School System will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy
 - A. To determine the effectiveness of increasing parent participation;
 - B. To identify barriers to greater parent participation; and
 - C. To report the findings to the State Department of Education.
- VI. The Houston County School System will use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the parent involvement policies.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3
No Child Left Behind Act of 2001**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(2)(a)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

PUBLIC INFORMATION/RELATIONS

9.20

Because the schools belong to the people who created them by consent and who support them by taxation, it is the declared intent of the Houston County Board of Education:

- I. To keep the citizens adequately informed through appropriate channels of communication on policies, programs, problems, needs, and the planning of the school system and to carry out this policy through its own efforts and the office of the Superintendent.
- II. To seek advice and opinion of the people of the community.
- III. To require Houston County School System staff members to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens and which would promote the welfare of the school system, provided that any news release by a particular school be approved by the principal or designee and that any release relating to the Houston County School System as a whole shall be approved by the Superintendent or designee.
- IV. Media requests for interviews with minor students will be denied unless parental permission is given.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-3-11, 16-8-8, 16-12-2**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

USE OF FACILITIES

9.30+

- I. General Policy
 - A. The Houston County Board of Education believes the functions of school buildings and grounds should be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social and recreational needs of communities.
 - B. Use of school buildings by the community shall be considered a secondary function and shall be scheduled at times which do not interfere with regular school activities.
- II. Use Agreement – The Houston County Board of Education shall direct the Superintendent to develop administrative rules and regulations governing the use of school facilities. The use of school facilities by individuals or groups shall be governed by a signed use agreement between the individual or group and the Board. The use agreement shall contain, but is not limited to, the following:
 - A. A “hold harmless” statement having the effect of holding the Board free from any liability arising from the negligence of the party using the facilities.
 - B. A statement requiring, with limited exception, any person or group leasing the school facilities to purchase liability insurance indemnifying the Board and its members as additional insured. A certificate verifying the purchase of such insurance should be presented to the Board at least twenty-four (24) hours prior to use of the facilities.
 - C. A statement that the individual or group lessee shall assume all responsibility for damage and/or maintenance expenses invested in the building, directly or indirectly resulting from lessee’s use.
- III. The Houston County Board of Education owned or controlled facility will not be used in any manner not covered under liability insurance purchased by the Board.
- IV. Limited Open Forum - Equal Access
 - A. Non-curriculum related student organizations shall have the same opportunity to use school facilities as any other student organization, regardless of religious, political, philosophical, or other content of the speech at such meetings, subject to the right and obligation of the Board

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

to maintain order and discipline on school premises and to protect the well-being of students and faculty.

- B. The principal of the school may approve use of the school facility by a non-curriculum related student organization provided that:
1. The meeting occurs during non-instructional time and is attended by a school employee/designee who shall provide general supervision.
 2. The meeting is voluntary and student-initiated. Only students enrolled in the school may request the meeting.
 3. The meeting is not sponsored by the school, the Board, or employees thereof.
 4. The presence of Houston County School System authorities or Board employees at any religious meeting is non-participatory in nature. The presence of school employees is for observation only.
 5. The meeting does not interfere with regular instructional activities of the school.
 6. The meeting shall not be directed, conducted, controlled or regularly attended by non-school persons.
 7. The non-curriculum related student group shall not use the school name, school mascot name, or any name that might imply school sponsorship.
- C. No school employee shall be compelled to attend a meeting of any student organization if the content of the speech at such meeting is contrary to the beliefs of the employee.
- D. Any student organization seeking to meet on school property during non-instructional time shall submit a written application to the school principal. Application shall include the following information:
1. The name of the organization.
 2. A general statement of the purpose of the organization.
 3. A description of the qualifications for membership, if any.

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

- 4. A statement that the students understand and agree to comply with this equal access policy.
- 5. A proposed schedule of meetings and activities.
- E. The principal shall deny approval to any organization whose purposes, qualifications for membership, or proposed activities are unlawful.
- F. Failure to comply with this policy shall be grounds for revocation of the right to continue to conduct meetings under this policy.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-25, 16-8-8, 16-10-11, 16-12-3(a)**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

ADVERTISING IN SCHOOLS

9.40

Houston County School System facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency or individual organization; nor shall Houston County Board of Education employees or students be employed in such a manner. Advertising on school buses shall be prohibited. The following are exceptions:

- I. School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and noncontroversial.
- II. A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.
- III. The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.
- IV. Demonstrations of educational materials and equipment shall be permitted with the principal's approval.
- V. Schools may utilize athletic facilities for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.

**CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL
AGREEMENTS**

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-1-.01(3)(a)

HISTORY:

**ADOPTED: JULY 21, 2008
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FORMERLY: NEW**

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS

9.50

- I. Literature or materials which originate from out-of-school sources shall be approved by the Superintendent or designee prior to distribution to Houston County School System students.

- II. The principal shall prohibit all forms of canvassing or soliciting of teachers or students on Houston County School System premises during school hours except as otherwise approved by the Superintendent. No literature or materials from out-of-school sources shall be distributed to homes by students without the approval of the Superintendent or designee. Student or school surveys by outside groups or organizations require the approval of the Superintendent or designee.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

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**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

VISITORS

9.60+

Any person entering the premises of a Houston County School System school shall report to the principal or designee and make known the purpose of the visit.

- I. This policy does not apply to routine deliveries or scheduled maintenance visits.
- II. The Superintendent or designee shall develop a plan for visible identification of visitors or other persons who are not students or employees of the school.
- III. A student not enrolled in the school or a student not accompanied by a parent/guardian is prohibited from visiting a school unless otherwise approved by the principal.
- IV. Parents/guardians are invited to visit the schools. To avoid interrupting the daily program, the parent should request a conference for after school hours or during a teacher's planning period. Parents/guardians are encouraged to plan such conferences with teachers and shall sign in at the principal's office and be issued a visitor's badge at the time they arrive on the campus.
- V. Any person who enters or remains upon Houston County School System property without legitimate purpose may be found to be trespassing, subject to arrest and penalties as defined by statutes.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-3-1-.02(a)

HISTORY:

**ADOPTED: JULY 21, 2008
REVISION DATE(S): _____
FORMERLY: NEW**

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

RELATIONS WITH GOVERNMENTAL AUTHORITIES

9.70

- I. The Houston County Board of Education will cooperate with local, state, and federal organizations and agencies when it is in the best interest of the system.
- II. The Superintendent may initiate or accept proposals and requests for cooperative endeavors; final action shall be subject to Board review and approval.
- III. Community relations of a continuing nature may be temporarily approved by the Superintendent if they involve no cost to the system and will neither disrupt the school system nor involve substantial use of facilities or personnel.
- IV. Formal agreements shall require Board approval. The Houston County Board of Education shall also review and approve major cooperative agreements or arrangements between other school systems, colleges, universities, correctional schools, or other educational organizations.
- V. Guidelines related to joint activities and requests for cooperation shall address costs which may be incurred, the extent of school personnel involvement, and prior agreements or arrangements with the same or similar organizations.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3, PL 107-110**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-1-.01(2)

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CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

PUBLIC GIFTS TO SCHOOLS

9.80

The Houston County Board of Education may receive gifts which may serve to enhance and extend the work of the schools.

- I. Equipment contributed to the schools becomes the property of the Houston County Board of Education and is subject to the same controls and regulations that govern the use of other Board property.
- II. Contributions of equipment or services that may involve major costs for installation or maintenance, or continuing financial commitments from school funds shall be presented by the Superintendent to the Houston County Board of Education for consideration and approval.
- III. Individuals or organizations desiring to contribute supplies or equipment shall consult with school officials regarding the acceptability of such contributions in advance of the contribution.
- IV. All employees in a position to receive gifts in the name of a school or the school system shall apply a test of "reasonableness" to the gift. Reasonableness may be defined as anything that might not be construed to influence the decision makers in the purchase of school-related goods and services.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-3-29, 16-3-30, 16-3-31,
16-8-8, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-4-1-01(3)

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FORMERLY: NEW**

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

PUBLIC COMMENTS

9.90

- I. Comments – Constructive comments regarding the schools are welcomed by the Houston County Board of Education when motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has, however, confidence in its professional staff and desires to support their actions so that they may be free from unnecessary, spiteful, or negative criticism or complaint. Therefore, when a complaint is made to the Board or an individual, it will be referred to the school administration for possible resolution.

- II. Procedure
 - A. The Houston County Board of Education advises the public that the proper channeling of complaints involving instruction, discipline, learning materials, or other school matters is as follows:
 - 1. Teacher
 - 2. Principal
 - 3. Superintendent
 - 4. Board of Education

 - B. The Houston County Board of Education will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level. Complaints which involve the “good name” or “character” of an individual shall be heard in executive session as allowed by the Alabama Open Meetings Act.

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3**

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APPENDIX A – INDEX

Policy numbers that include an asterisk (*) are required by law or statute.

Policy numbers that include a plus (+) may have associated forms or procedures in other school system publications.